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September-December, 1965

Memoranda
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SCHOOL YEAR AND HOLIDAYS 1966-1967
FORM 94

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MEMORANDUM TO SCHOOL OFFICIALS

Re:
1. Future Distribution of Memoranda to Schools
2. Reading of Memoranda
3. Teacher's Identification (Superannuation) Number
4. Lists of Teachers Requiring Inspection
5. Procedure for Obtaining a Permanent High School Certificate
6. The Role of the Curriculum Division
7. Fire Drill
8. Classification of Secondary Pupils

1. Future Distribution of Memoranda to Schools

In keeping with the principle of integration, "School Officials" as used in the title of this memorandum will include, as in the past year, Directors of Education, Superintendents of Secondary Schools, Secondary School Inspectors, Principals of Secondary Schools, Elementary School Inspectors, Secretaries of Secondary School Boards, Principals of Inspected Private Schools, and Departmental Officials. The Principals of Inspected Private Schools will note that not all the items in the memoranda are applicable to their schools.

2. Reading of Memoranda

Over a period of years the chief means of communicating information to secondary school staffs and officials has come to be the numbered memorandum. Sufficient copies of each are sent to every school and board in order that principals, teachers, and secretaries may be kept informed. Copies should be filed in folios in each staff room and the principal's secretary should ask the head of the department to initial the principal's copy whenever an item is included which concerns his department.

At the first staff meeting in each school in September, the principal is requested to reiterate to all his teachers and his secretarial staff that it is one of their duties to keep informed about memoranda issued to the schools. The principal, however, is the official whom the Department of Education holds responsible for application of changes affecting the instruction and internal administration in the school.

3. Teacher's Identification (Superannuation) Number

In the tens of thousands of active files of school teachers in the Department a surprising number of exact name duplications occur. Many files are now listed by Teacher's Identification Number, rather than by name, to gain the advantages of modern filing procedures.

In the secondary schools it is essential

(a) that school secretaries complete each Teacher's Timetable with the Teacher's Identification (Superannuation) Number (not to be confused with the number on a teacher's certificate);

(b) that teachers insert their Teacher's Identification Number at the upper right-hand corner of any letter or form submitted to the Department.

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4. Lists of Teachers Requiring Inspection

Teachers who expect to apply in the spring of 1965 for (a) permanent certificates, (b) endorsement of certificates, or (c) admission to Type A Seminars, the Secondary School Principal's course, or other courses, for which successful experience is required, should arrange with their principals at the beginning of September for inspection during the year if their names have not already been forwarded to the District or Municipal Inspector in the list of teachers requiring inspection. Requests which reach the inspectors in the spring term cannot always be fulfilled, especially if travelling time is involved.

5. Procedure for Obtaining a Permanent High School Certificate

Teachers should be reminded that an interim teaching certificate does not become permanent automatically after teaching for two years subsequent to the date of the interim certificate, even if the teacher has been inspected each year. The following two conditions must be met:

(a) the quality of the teaching must meet the standard set by the Department for the granting of the permanent certificate, as certified by the inspector concerned, and

(b) the application, made on Form 613, with the experience certified by the principal, must be submitted to the Department along with the interim certificate.

In a large municipality which has a Superintendent of Secondary Schools, the application form should be forwarded to the Municipal Superintendent who, in turn, will submit it to the Department.

Every effort is made to issue the permanent certificates before September 1, but it is not always possible to process all applications and mail the certificates by that date. In any case the interim certificate is valid for five years.

Principals should ask their secretaries to obtain a supply of Forms 612 and 613 which may be given to teachers when they are ready to apply for permanent certificates.

6. The Role of the Curriculum Division

The staff of the Curriculum Division is being reorganized and augmented as a consequence of the Minister's statement of objectives for the school program.

In summary, these objectives include:

(a) articulation of courses of study, Grade 1 to Grade 13;

(b) provision of new courses and programs designed to meet a wide variety of student needs;

(c) promotion of the best of new teaching methods, materials, and techniques, including ETV and other audio-visual media and technological devices;

(d) the continuing revision of curriculum publications in order that the school program may benefit from the findings of educational research and from the latest developments in scholarship and in the world of business and industry;

(e) redirection of emphasis in the curriculum to prepare students for living in a technological society;

(f) ensuring, insofar as the school program can do so, that the sense of identity and integrity of the individual and the values of our society are preserved and enhanced.

An increase in the Curriculum Division complement will provide sufficient staff to assume curriculum responsibilities for all phases and levels of the school program.

It is planned that, beginning in September of this year, members of the Curriculum Division Staff will visit the elementary and secondary schools of the Province. The purpose of such visits will be two-fold:

(a) to identify the curriculum needs of the classroom teacher by obtaining teachers' evaluations of courses of study and by compiling suggestions for improvement of courses;

(b) to assist in the interpretation to teachers of the aims of the several courses and to provide information concerning available materials which will assist the teacher in achieving these aims.

It should be noted that the Curriculum Division Staff will not be reporting to the local administration or to the Department concerning the organization of schools, or the effectiveness of the instructional program, or the competence of the teachers.

It is hoped that the informal visits of the Curriculum Division Staff will serve as an effective means of communication with teachers regarding curriculum and that the consultations will assist in improving the educational programs in the schools.

7. Fire Drill

Each principal is reminded to test the fire alarm system in his school at the commencement of the school year and to comply with regulations requiring fire drill.

8. Classification of Secondary Pupils, Academic or Vocational, for Grant Purposes

(Repeated from Memorandum 1964-65:3)

It is important that secondary school pupils enrolled in Grade 9 under The Reorganized Programs of Study be classified correctly in the daily registers of attendance in order that the reports submitted for grant purposes may be consistent with the totals in the registers. The following policy should be adopted:

(i) Subject to (ii) and (iii) below, all pupils enrolled in

  (a) the Business and Commerce Branch,
  (b) the Science, Technology, and Trades Branch,
  (c) the Occupational Program, or
  (d) the special one-year courses in Business, Commercial Work, Technical Subjects, Home Economics, and Vocational Art leading to a Secondary School Graduation Diploma in the special field,

shall be classified as Vocational for grant purposes, provided that an Advisory Vocational Committee has been established.

(ii) For any board, the maximum number of Grade 9 pupils that may be classified as Vocational for grant purposes in any year is two-thirds of the Grade 9 enrolment.

(iii) A board whose secondary school enrolment is less than 200 may not appoint an Advisory Vocational Committee.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

August 27, 1965.

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MEMORANDUM TO ALL SCHOOL OFFICIALS

Re: The Grade 13 Departmental Examinations of 1966

The Principal is asked to bring this Memorandum to the attention of (a) all teachers and students of Grade 13 day and evening classes, and (b) where possible, private-study candidates.

The Minister of Education announces, with the concurrence of the University Matriculation Board, the following provisions which are applicable to the Grade 13 Departmental Examinations of 1966.

1. Reduction of Grade 13 courses for examination purposes
As in 1964-65, certain topics are deleted, for examination purposes, from each of the Grade 13 courses to the extent of approximately three weeks' work, in order to provide opportunity for the study in depth of some topics.
Curriculum S.8 Curriculum Bulletin, has been revised for 1965-66 and copies have been sent to the schools. This Bulletin,
   (a) indicates the deletions of subject content for the Grade 13 examinations of 1966; and
   (b) outlines how teachers may make effective use of the three weeks of additional teaching time which will be at their disposal.

2. Length of examination periods in June, 1966
The examination in each of the languages, including English and Français, and in Problems, will be three hours in length. The examination in each of the other subjects will be two hours in length.

3. Examinations in the languages
The only examination which will be provided in each of the languages, including English and Français, in June 1966 will be the single, 2-credit, 3-hour examination. As announced in Memorandum 1964-65:39 Exam 8, dated December 10, 1964, students who obtained standing in one part of a language prior to 1965, and who did not complete the other part in 1965, may complete their standing in the subject concerned only by obtaining standing in the single, 2-credit, paper.

4. Examination in Biology
In June, 1966 there will be a single, 1-credit, 2-hour examination in Biology, in place of the former two examinations in Botany and Zoology.
The examination will be based on the new course in Biology introduced in September 1965 (See Curriculum S.17B).

For candidates who in September, 1965 hold Ontario Grade 13 Departmental standing in one of Botany and Zoology, but not in both, a 1-credit, 2-hour examination will be provided in each of Botany and Zoology in June, 1966. These papers will be based on the 1964-65 courses of study in these subjects.

The examination in Botany may be written only by a candidate who holds Grade 13 standing in Zoology but not in Botany. The examination in Zoology may be writte only by a candidate who holds Grade 13 standing in Botany but not in Zoology. As

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announced in Memorandum 1964-65:60 Exam 13, dated February 5, 1965, separate examinations in Botany and Zoology will not be provided in 1967 and subsequent years.

5. Examinations in Mathematics
In June, 1966, examinations will be provided in Algebra, Geometry, Trigonometry and Statics, and Problems.

Note for the school year 1966-67

In June 1967, there will be two Grade 13 papers in Mathematics in place of the present three papers in Algebra, Geometry, and Trigonometry and Statics.

For a candidate who, in September, 1966 holds Ontario Grade 13 standing in one or two of the three mathematics papers, but not in all three, Grade 13 examinations will be provided in June, 1967 in Algebra, Geometry, and Trigonometry and Statics. These papers will be based on the courses of study in effect during the 1965-66 school year.

6. Examination in Problems
As announced in Memorandum 1964-65:88 Exam 20, dated June 21, 1965, the 3-hour Problems paper of June 1966 will contain fifteen questions divided into two sections.

Section A will consist of eleven questions based on the compulsory and supplementary topics of the Grade 13 courses of study in Algebra, Geometry, and Trigonometry and Statics.

Section B will consist of four questions based on the topics: Polar Coordinates, Probability, and Calculus, with at least one question based on each of these.

7. The use of the Teacher's Mark in June 1966
In 1966, 35% of the final Departmental standing (in place of the 25% of 1965) will be based on the teacher's mark and 65% will be based on the examination written in June. As in 1965 a writing mark determined by the principal and teacher will be used in English and Français. The procedure will be similar to that of 1964-65. Further information, including the percentage of the final standing to be assigned to the Writing Mark, will be sent to the schools shortly. Except in the case of Art, where part of the final mark will be based on a portfolio, a private-study candidate will have his final mark based entirely on the written June Departmental examination.

8. The use of the Portfolio in Art
In the case of Art, further information including the percentages to be allotted to the teacher's mark, the portfolio, and the written examination, will be announced shortly.

9. Further information
From time to time further information, particularly any that may be gained from the study of reports on the 1964-65 experience, will be sent to the schools.

Assistant Deputy Minister

TORONTO 12, October 15, 1965

Copy 1

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ONTARIO
DEPARTMENT OF EDUCATION

Memorandum To Officials Concerned With Secondary Education

Re Certificates Accepted as the Equivalent of Certain Secondary School Music Options

For Grade 10 Standing in Music

The certificates listed under "Grade 10" on the back of this sheet are accepted in lieu of (but not in addition to) the Music course in Grades 9 and 10.

For the Secondary School Graduation Diploma

The certificates listed under "Grade 12" on the back of this sheet are accepted in lieu of (but not in addition to) the Music course. When presented for inspection according to the "Instructions to Principal" on the diploma application form, this standing may be used, in accordance with the requirements of Circular H.S.1, as an option to complete the requirements for the Secondary School Graduation Diploma. Since "Grade 12 Music" includes the work of both Grade 11 and Grade 12, it has the same value for this diploma as Mathematics, Science (Physics and Chemistry), Geography (Part I and Part II), Home Economics, Industrial Arts, Commercial Work, Agriculture, Art, or one of the languages.

For the Secondary School Honour Graduation Diploma

The certificates listed under "Grade 13" on the back of this sheet are accepted in lieu of the prescribed course in Music (one paper) for the purposes of the Secondary School Honour Graduation Diploma and may be indicated on the diploma. These certificates are accepted even though they may have been accepted for the Secondary School Graduation Diploma at the end of Grade 12.

For Departmental Certificates of Grade 13 Standing

Standing in Music obtained by examinations taken at a college or conservatory of music is not recorded on the Grade 13 certificates, which report the results of the annual Departmental Examinations. When making application to enter a university the original Music certificates should be submitted along with the regular departmental certificates.

It should be noted that the Royal Hamilton College of Music has been added to the table on the back of this sheet.

H. E. Elborn

Assistant Deputy Minister of Education

TORONTO, September 15, 1965.

[OVER]

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
DEPARTMENT OF EDUCATION	Grade 10 Course of Study in Music	Grades 11 and 12 Courses of Study in Music	Grade 13 Course of Study in Music
ROYAL CONSERVATORY OF MUSIC OF TORONTO	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
WESTERN ONTARIO CONSERVATORY, LONDON	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
ROYAL HAMILTON COLLEGE OF MUSIC	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGILL CONSERVATORIUM	Grade 6 Practical or a higher certificate	(i) Grade 9 Practical and Grade 9 Theory OR (ii) Grade 10 Theory and T.C.M. Grade III History	(i) Grade 10 Practical and Grade 10 Theory OR (ii) Grade 11 Theory
TRINITY COLLEGE LONDON, ENGLAND	Advanced Prep. Practical or a higher certificate	Interm. Practical and Grade IV Theory	Senior Practical and Grade V Theory OR Grade VIII Theory
ROYAL SCHOOLS LONDON, ENGLAND	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music OR (ii) Grade IV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music OR (ii) Grade V Theory

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44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO SCHOOL OFFICIALS

Re 1. Ontario School Radio Broadcasts
2. Children's Art Participation Project -
Confederation Train and Caravans

1. Ontario School Radio Broadcasts

For nearly a quarter of a century the Department of Education, in co-operation with the Canadian Broadcasting Corporation and its network of affiliated stations, has been providing school radio broadcasts from 11:00 a.m. to 11:30 a.m. daily, Monday through Thursday, from the last week in September to the week prior to Easter. These presentations are designed to supplement and enrich the teaching program in the classrooms of the schools of the province. Many teachers are taking advantage of this service and have developed methods of effective utilization of the various broadcasts in a variety of subjects.

A supply of radio manuals will reach the schools, as in past years, for distribution to teachers. The manual has taken on a "new look" with a heavier coloured cover and a revised format design. The information for each series and for each program has been expanded to provide more help and suggestions for better use.

It is hoped that the improved manual will encourage teachers to make maximum use of the valuable teaching aid provided through the medium of radio and that they will use only the presentations that can contribute to the daily program. Broadcasts can be used to review facts taught earlier, to teach a specific area of a subject, or to introduce a topic that will be dealt with in future weeks. The encouragement of principals will mean much in the promotion of the use of this teaching aid.

School principals are requested to make certain that receiving sets are in good working condition and that the best possible listening conditions are provided. It is suggested that the local station manager be consulted regarding coverage and that he be assured that the broadcasts are used and appreciated - perhaps after each series of broadcasts. Private stations that carry school programs do so as a public service for which no remuneration is forthcoming.

2. Children's Art Participation Project - Confederation Train and Caravans

In 1967 the Centennial Commission will be sending a train and eight caravans across Canada with an exhibition telling the story of our country. The Centennial Commission has asked that children from all regions

(Over)

of Canada be given the opportunity to participate in this project by submitting drawings by December 1, 1965, as outlined on the accompanying précis of the project.

Any questions concerning this project should be directed to Mr. T. H. Spaulding, Design Director for the Canadian Government Exhibition, 108 Yorkville Avenue, Toronto 5, Ontario.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

August 23, 1965.

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM RE: CORRESPONDENCE COURSES

The Department of Education provides free Correspondence Courses in elementary and secondary school academic subjects.

Persons sixteen years of age and over who wish to enrol should request Application Form C.

Parents wishing to enrol children under sixteen years of age should request Application Form A.

CONDITIONS FOR ENROLMENT

A. CONDITIONS FOR ENROLMENT OF STUDENTS SIXTEEN YEARS OF AGE AND OVER

1. A resident of the province of Ontario who is not attending a secondary or private school may be enrolled in any of the secondary school courses offered. If he has not completed elementary school, he may be enrolled in the elementary school courses designed for adults.

2. A person normally resident in Ontario but temporarily living outside Ontario may be enrolled. This includes Ontario persons who are members of the Canadian Armed Services.

3. Any member of the Canadian Armed Services, no matter what his home province, may be enrolled when on duty outside Canada.

B. CONDITIONS FOR ENROLMENT OF STUDENTS UNDER SIXTEEN YEARS OF AGE

1. Any student living in Ontario, six years of age or over, and under the age of sixteen years, who is unable to attend school for a period of three months or more may be enrolled in Correspondence Courses.

   If the student would normally be attending an elementary school and if distance from school is the reason for his non-attendance, the application must include a recommendation from the Inspector of the elementary schools of the area in which the student is living. If the student would normally be attending a secondary school, and if distance from school is the reason for his non-attendance, the recommendation may be from the local secondary school principal or elementary school inspector.

   If the student's reason for non-attendance is illness, the application must include a doctor's certificate stating the nature of the student's illness and probable duration of his absence from school.

2. A student normally resident in Ontario but temporarily living outside Canada and unable to attend a school in which the Ontario curriculum is taught may be enrolled in Correspondence Courses.

COST

There is no fee for any of the academic Correspondence Courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all students and stamped envelopes for mailing lessons are provided for students living in Canada. Textbooks are lent free of charge to students enrolled in the elementary school courses for children, the elementary school bilingual courses, the elementary school courses for adults and in courses in Grades 9, 10, 11 and 12. Students must return the books in good condition when the either complete or discontinue the courses for which the books have been lent. Students enrolled in Grade 13 courses must obtain their own textbooks. Textbook lists will be forwarded to students on enrolment.

COURSES OFFERED

A. COURSES OFFERED FOR STUDENTS SIXTEEN YEARS OF AGE AND OVER

1. ELEMENTARY SCHOOL COURSES FOR STUDENTS SIXTEEN YEARS OF AGE AND OVER

Courses are available in Grade 7 and Grade 8 Arithmetic and in Adult English covering the work of the senior grades in elementary school. Students who complete these courses satisfactorily will be considered eligible to enrol in any Grade 9 subjects.

2. SECONDARY SCHOOL COURSES

The following table indicates the subjects in which courses are available. The only subjects offered are those listed in the table. All the subjects follow the Course of Study prescribed for the Five-Year Program of the Arts and Science Branch.

GRADE 9	GRADE 10	GRADE 11	GRADE 12	GRADE 13
Eng. Comp.	Eng. Comp.	Eng. Comp.	Eng. Comp. (T)	Eng. (Comp.) and (Lit.) (J)
Eng. Lit.	Eng. Lit.	Eng. Lit.	Eng. Lit. (T)	
History	History	World Hist. I (T)	World Hist. II (T)	History (J)
Geography	Geography	Geography I	Geography II (T)	Geography (J)
Mathematics	Mathematics	Mathematics I (T)	Mathematics II (T)	Algebra (J) *
				Geometry (J) *
				Trigonometry & Stat.
Science	Science	Physics (T)		Physics (J)
			Chemistry (T)	Chemistry (J)
				Biology (J) **
				Botany (J) **
				Zoology (J) **
French	French	French	French (T)	French (J)
	Latin	Latin	Latin (T)	Latin (J)

* See note 5(c), page 4
** See note 5(b), page 4

NOTES CONCERNING THE COURSES OFFERED

NOTE 1

In the courses not followed by a letter in parentheses no tests or examinations are required. A student who completes satisfactorily all of the lessons of any one of these courses with an average mark of at least 50% will be issued a certificate stating that he has completed the course. The Administrator of the Departmental Correspondence Courses may issue on request a Grade 10 Statement of Standing or a Grade 11 Statement of Standing to an eligible student.

NOTE 2

The letter (T) in the preceding list indicates that three supervised tests, Test A, Test B and Test C, must be completed in addition to the regular lessons of the course. Test A is written after the lessons of the first third of the course have been completed, Test B after the second third, and Test C after all the lessons of the course have been completed. The tests are written under the supervision of a suitable person named by the student and approved by the Division. The Administrator of the Departmental Correspondence Courses issues an official Statement of Grade 12 Standing for each test subject completed successfully. He may also recommend eligible candidates for the Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch.

NOTE 3

The Administrator of the Departmental Correspondence Courses may recommend eligible candidates for the Secondary School Honour Graduation Diploma.

NOTE 4

The letter (J) in the preceding list indicates a subject in which the student must write the Grade 13 Annual Departmental Examination in June to obtain standing. For the Departmental Examinations in June, 1966, 35% of a student's final mark will be based on his year's work, and 65% on the written Departmental Examination. The year's work of a Correspondence Courses student will be judged on the number and quality of the lessons submitted, the results of supervised tests, and special assignments in some subjects.

The first test or special assignment will be based on the first third of the course and the second will follow the completion of the second third of the course. Although different dates will be set for tests and special assignments in different subjects, the first third of any Grade 13 course should be completed before the first of February, and the second test must be written by April 30. Specific information about tests, special assignments, and dates will be given in the General Instructions for each course.

NOTE 5

(a) The 1966 Annual Departmental Examinations in Grade 13 English, French and Latin will be single papers. In English a student will be required to enrol in the courses in both Composition and Literature. In French and Latin one course covers both Authors and Composition. Students who have standing in either the Literature (Authors) or Composition paper of one of the languages concerned, but not in both, may complete their standing in the subject only by obtaining standing in the single paper, which will include both Literature (Authors) and Composition; they will not be excused from any of the assignments in the courses concerned.

(b) In June, 1966, there will be a single examination in Biology based on the new Grade 13 Biology course. This course will count as one credit. There will also be an examination in Botany, based on the 1964-65 course in Botany, for students who have standing in Grade 13 Zoology; and there will be an examination in Zoology, based on the 1964-65 course in Zoology, for students who have Grade 13 standing in Botany. A student applying for a course in either Botany or Zoology will be required to submit his certificate of standing in the other subject. Students who have standing in neither Botany or Zoology may be enrolled only in Biology. In 1966, for the purposes of the Secondary School Honour Graduation Diploma and admission to Teachers' College, a candidate who holds standing in Botany and/or Zoology obtained prior to September, 1965, may count Grade 13 standing in any two of Botany, Zoology, Biology.

(c) In June, 1966, the Grade 13 Annual Departmental Examinations in Mathematics will be based on the present Grade 13 Mathematics Courses of Study. In September, 1966, two new Grade 13 Mathematics courses will be introduced to replace Algebra, Geometry, and Trigonometry and Statics. In June, 1967, there will be two examinations based on the two New Mathematics courses. There will also be, but only for students who by September, 1966, have standing in at least one Grade 13 Mathematics paper, examinations in Algebra, Geometry, and Trigonometry and Statics, based on the present Courses of Study. Students who have standing in Grade 12 Algebra and who wish Grade 13 Standing in Mathematics should, in September, 1965, enrol in at least one of the Grade 13 courses in Algebra, Geometry or Trigonometry and Statics. Otherwise such students will be required to complete Grade 11 Mathematics, Part I, and Grade 12 Mathematics, Part II, as background for the new Grade 13 Mathematics courses.

B. COURSES OFFERED FOR STUDENTS UNDER SIXTEEN YEARS OF AGE

1. ELEMENTARY SCHOOL COURSES FOR STUDENTS UNDER SIXTEEN YEARS OF AGE

Courses are available for all grades from one to eight. Students who complete the work of one grade satisfactorily will be given a certificate of promotion to the next grade.

Courses are available in French and English for all grades from one to eight for French-speaking students who live in any area of Ontario in which French is used as a language of instruction in the elementary school by permission of the Minister of Education.

2. SECONDARY SCHOOL COURSES

The secondary school courses listed above are available to students under sixteen years of age. See page 2.

REGISTRATION INFORMATION

A. FOR STUDENTS SIXTEEN YEARS OF AGE AND OVER

1. Eligible adults may commence and complete courses at the elementary school level and courses in Grades 9 to 12 at any time of the year, including July and August. Students attending school are not eligible for enrolment in Correspondence Courses during the school year or during the summer vacation that follows attendance at school.

2. Grade 13 registration begins in September and ends at the beginning of January.

   Grade 13 lessons are not marked during the summer months.

3. An adult is not required to complete all courses in each grade. He may select those which will give him the necessary background for what he wishes to achieve. In general, he must begin a subject at the level following the one at which he last obtained satisfactory standing. He may proceed with one subject through successive grades. English and Mathematics are considered basic subjects.

4. The Correspondence Course in any subject in any grade is comparable in scope and difficulty to a course in the same subject and grade taken in school. A student should be prepared to devote one or two hours a day to each course in which he is enrolled.

5. An adult should not request enrolment in more than three courses. If within a reasonable length of time he has completed five or six lessons satisfactorily in each of these courses, he may request enrolment in additional courses.

6. English Composition and English Literature are separate courses in each secondary school grade. A student must complete both English Composition and English Literature in one grade before proceeding with either English Composition or English Literature in the next grade.

B. FOR STUDENTS UNDER SIXTEEN YEARS OF AGE

1. A student under sixteen years of age may begin an elementary school Correspondence Course at any time of the year between September 1 and May 15. If he is in good health, he should spend as much time on his studies each day as if he were attending school. By doing so he should be able to complete the work of a whole grade in one year.

2. In the secondary school Correspondence Courses, Grades 9 to 12 inclusive, an eligible student under 16 years of age may be enrolled and begin work in a course at any time of the year. A student who has been attending school until the end of the school year will not be considered eligible for enrolment until after September 1. In general, a student who discontinues school attendance during the school year will be expected to begin at Lesson 1 in each Correspondence Course.

   A secondary school student should allot at least one hour for concentrated study each day for each subject in which he is enrolled. He is expected to send in one lesson every week in each subject.

INFORMATION REGARDING DIPLOMAS AND STATEMENTS OF STANDING

1. SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

A Secondary School Honour Graduation Diploma will be granted on the recommendation of the Administrator of the Departmental Correspondence Courses to a candidate who has received tuition in the Grade 13 courses from the Departmental Correspondence Courses and has obtained Ontario Grade 13 standing in English (Composition and Literature) or in Français (Composition et Littérature) and at least six other credits chosen from the following optional papers:

English (as an option for a student
who has standing in Francais)
History
Geography
Algebra or Mathematics of Investment
Geometry
Trigonometry and Statics
Biology
Physics
Chemistry

Latin
French or Français
German
Greek
Spanish
Italian
Russian
Music
Accountancy Practice or
Secretarial Practice
Art

Note 1: Only English (Composition and Literature) and the options underlined are offered by the Correspondence Courses Division.

Note 2: A candidate who wishes to obtain standing in an optional subject not given through the Correspondence Courses Division should consult the Principal of a secondary school regarding the possibility of obtaining standing in that subject, either through evening classes or as a private-study candidate.

Note 3: Algebra or Mathematics of Investment, Geometry, Trigonometry and Statics, History, Physics, Chemistry, Biology, Accountancy Practice or Secretarial Practice, Music, Geography, and Art will each count as one credit: the languages will each count as two credits. Standing obtained in both French and Français will not be counted for purposes of the Secondary School Honour Graduation Diploma.

Botany and Zoology of former years will each count as one credit. Biology, written in 1966, will count as one credit. However, no more than two credits in Biological Science may be counted towards the Secondary School Honour Graduation Diploma in 1966.

2. SECONDARY SCHOOL GRADUATION DIPLOMA

A candidate for the Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch is required to have Grades 11 and 12 standing in the following:

Obligatory subjects:

English
History (World History, Part I; World History, Part II)

Optional subjects: any three of -

Mathematics - one of the following combinations:

(1)(a) Mathematics, Grade 11 (New) and (b) Mathematics, Grade 12 (New)

OR

(2)(a) Mathematics, Grade 11 (New) and (b) one of Geometry, Grade 11 (Old) or Algebra, Grade 12 (Old) provided that credit in the subject of (2)(b) was obtained in 1965 or earlier.

Science (Physics; Chemistry)
Geography (Geography, Part I; Geography, Part II)
French, German, Spanish, Italian, Russian
Latin, Greek

-and one or two of

Optional subjects not chosen above
Commercial subjects
Industrial Arts or Technical Subjects
Home Economics
Art
Music
Agriculture

Note 1: Only the courses underlined are offered by the Correspondence Courses Division.

Note 2: A candidate who wishes to obtain standing in an optional subject not given through the Correspondence Courses Division should consult the Principal of a secondary school regarding the possibility of obtaining standing in that subject, either through evening classes or as a private-study candidate.

3. STATEMENT OF STANDING FOR GRADE 11

The Administrator of the Departmental Correspondence Courses may issue on request a Statement of Standing to an eligible student who discontinues his studies after completing satisfactorily the work of Grade 11 in the Five-Year Program of the Arts and Science Branch.

4. STATEMENT OF STANDING FOR GRADES 9 and 10

The Administrator of the Departmental Correspondence Courses may issue on request a Statement of Standing to an eligible student who discontinues his studies after completing satisfactorily the work of Grades 9 and 10 in the Five-Year Program of the Arts and Science Branch.

The following are the subjects to be completed at the Grade 10 level:

Obligatory subjects:

English

History

Geography

Mathematics

Science

ONE of: French, Latin, Greek, German, Spanish, Italian, Russian

Optional subjects:

ONE or TWO of:
an additional language:
French, Latin, Greek, German
Spanish, Italian, Russian
Art
Music
Industrial Arts or Technical subjects
Home Economics
Agriculture
Bookkeeping

Note 1: Only the courses underlined are offered by the Correspondence Courses Division.

Note 2: A candidate who wishes to obtain standing in an optional subject not given through the Correspondence Courses Division should consult the Principal of a secondary school regarding the possibility of obtaining standing in that subject, either through evening classes or as a private-study candidate.

INFORMATION FOR APPLICANTS TEMPORARILY LIVING OUTSIDE CANADA

A. FOR STUDENTS SIXTEEN YEARS OF AGE AND OVER TEMPORARILY LIVING OUTSIDE CANADA

1. An applicant temporarily living outside Canada must give the name and address of a person in Ontario who will assume the responsibility of purchasing textbooks (for Grade 13 courses only) and forwarding books and lessons to the student. All material for the student is addressed to the liaison. He must repack it, print the student's foreign address and his own return address, prepare a Customs' Declaration, and pay sufficient postage to carry the material to its foreign destination.

2. A student sixteen years of age or over is required to submit his lessons for marking. The Correspondence Courses Division returns the marked lessons to the Ontario person whom the student has named as his liaison. It is the liaison's responsibility to forward them to the student. Experience has shown that under favourable mailing conditions even outstanding students rarely complete the work of a secondary school grade in a twelve-month period. Applications for enrolment in more than three courses will be accepted only under special circumstances.

B. FOR STUDENTS UNDER SIXTEEN YEARS OF AGE TEMPORARILY LIVING OUTSIDE CANADA

1. The parent must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons to the student. All material for the student is addressed to the liaison. He must repack it, print the student's foreign address and his own return address, prepare a Customs' Declaration, and pay sufficient postage to carry the material to its foreign destination.

2. A student under sixteen years of age temporarily living outside Canada who is enrolled in the elementary school grades is not required to send the lessons in for marking. Mailing difficulties are likely to prevent lessons submitted to this Division from being returned to the student in time for the teacher's comments and corrections to be of much help to him. It is recommended that the parent or guardian with whom the student is living assume the responsibility of marking his work.

3. A student temporarily living outside Canada who is enrolled in the secondary school grades is required to send the lessons in for marking. The Correspondence Courses Division returns the marked lessons to the Ontario person whom the parent has named as liaison.

   Parents who will be temporarily living outside Canada and who wish to enrol students in secondary school Correspondence Courses, should, if possible, make an appointment to see the Administrator.

GRADE 13 DEPARTMENTAL EXAMINATIONS FOR PERSONS LIVING OUTSIDE ONTARIO

When a person temporarily living outside of Ontario is accepted as a student in Grade 13 Correspondence Courses, this does not necessarily mean that he will be able to write Grade 13 Departmental Examinations where he is living. Although the Department of Education may establish Grade 13 Examination centres outside Ontario in the interest of individual students, these centres are established only at certain universities and then only if the university authorities are willing to provide satisfactory supervision. If such a centre is desired, a request for its establishment should be made to the Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, (not to the Administrator of Correspondence Courses) before March 1 of the year in which the examinations are to be written. The Registrar will consider the request and give the student information regarding the procedure to be followed.

SPECIAL AWARD

The Mrs. Leon Adams Annual Award: Through the generosity of Mrs. Leon Adams of Brantford, a former student of this Division, an award of $25.00 will be made annually to the Grade 12 or Grade 13 student who in the opinion of the Administrator and staff of the Correspondence Courses has made an exceptional achievement during the school year. The first presentation of this award was made in 1965 to Mr. Charles F. Goodman, Toronto, who, while employed full-time, received tuition by Correspondence from this Division in nine Grade 13 courses during 1964-65 and obtained in June, 1965, standing in all papers, securing first class honours in seven.

VOCATIONAL COURSES

Canadian Vocational Correspondence Courses in a number of fields, prepared with the co-operation of the Federal Government and in agreement with the Departments of Education of the other Provinces, are available to adults living in any part of Canada on the payment of a nominal fee. Information about these courses may be obtained by writing to the Administrator, Correspondence Courses Division, Ontario Department of Education, 559 Jarvis Street, Toronto 5, Ontario.

The Canadian Vocational Correspondence Courses have been prepared primarily for tradesmen. Completion of any of them does not give standing towards a Secondary School Graduation Diploma.

REQUESTS FOR APPLICATION FORMS

Requests for application forms may be referred to the Correspondence Courses Division, Department of Education, 559 Jarvis Street, Toronto 5, Ontario.

W. R. Stewart

W. R. Stewart,
Assistant Deputy Minister.

Toronto, August 18, 1965.

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ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Elementary and Secondary Schools
Elementary and Secondary School Inspectors
Principals of Inspected Private Schools
Secretaries of School Boards
Departmental Officials

Re Scholarships for Study Outside Ontario, 1966-1967

Principals and Inspectors are asked to bring the Department of Education Scholarships for Study Outside Ontario to the attention of teachers, both elementary and secondary, who may be interested.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions:

1. The regulations provide for 4 Scholarships, each of $2000 per annum, for one year and payable in 2 instalments of $1000. A Scholarship shall not be renewable.
2. An applicant shall hold a university degree that is acceptable for the purpose of admission to the course of study leading to the Interim High School Assistant's Certificate, Type B, at an Ontario College of Education or that is acceptable for the purpose of obtaining an Interim Elementary-School Teacher's Certificate, Standard 4, and shall be a resident of Ontario.
3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue. No uniform application form is provided.
4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.
5. A teacher who wishes to apply for a Scholarship should write to the Registrar of the Department for a copy of the Regulation regarding Scholarships for Study Outside Ontario.
6. Applications shall be submitted to the Deputy Minister of Education, 44 Eglinton Avenue West, Toronto 12, on or before December 31, 1965. The awards will be announced prior to February 7, 1966.

H. E. Elborn

Assistant Deputy Minister of Education

TORONTO, September 7, 1965

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ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO SCHOOL OFFICIALS

Re: 1. Supervision of Teachers-in-Training who attended first summer courses in 1965 towards a basic teacher's certificate.

2. Inspection of teachers holding a secondary school certificate and teaching Grade 9 or 10 of an elementary school or uninspected grades of a private school.

1. Supervision of Teachers-in-Training who attended first summer courses in 1965 towards a basic teacher's certificate.

The number of graduates of (1) the Initial Summer Course leading to the Interim High School Assistant's Certificate, Type B, and (2) the first summer courses leading to the Interim Vocational Certificate, Type B, and the Interim Occupational Certificate, Type B (Practical Subjects), who are beginning teaching in secondary schools this September, is again greater than in the preceding school year.

From the detail of the reports on lessons observed, submitted in the spring by the Principals who have the responsibility of the in-service training of these young men and women, it is evident not only that the vast majority of these summer course graduates are approaching their work with intelligence and industry, but that in most cases the Principals are living up to their added responsibilities in a most conscientious and effective manner. This is being done, in some instances at least, under the handicap of a heavy teaching program. The reporting of ten lessons is to be continued wherever possible. In no case will a report on fewer than six lessons, even for the best student-teacher, be accepted.

As was suggested in memoranda of former years, it is hoped that the Principal (or Vice-Principal) will be able to observe a variety of types of lessons. Not all of these need be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their common tendency to tell the pupils too much and to relieve the class of responsibility for taking an active part. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Secondary School Inspector, who will also be giving special attention to the supervision of these teachers-in-training.

(Over)

Principals will be asked to submit, on or before April 5, 1966, a report on the lessons observed. The report will be made on the Critic-Teaching Report form (Form 900) which will be sent out to principals in October, 1965, for graduates of the Initial Summer Course and also for those student teachers without basic secondary school teaching certificates who have completed the first summer course of training in 1965 towards the Interim Vocational Certificate, Type B, in Commercial or Technical subjects and the Interim Occupational Certificate, Type B, in Practical subjects.

In March, 1966, an application form (Form 901) for admission to the next summer course will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the course in 1966 if he is admitted. On the same form (Form 901), the Principal will fill in and sign his recommendation with respect to the applicant's admission to the course.

Form 901, with Form 900 attached, is to be sent to The Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, on or before April 5, 1966. If a teacher who is recommended on Form 900 fails to complete the months of April, May, and June in the school satisfactorily, the Registrar should be notified immediately.

The District Inspector will also make his recommendation based upon his observation of classroom work of the teacher.

To gain admission to a second summer course a teacher will require a favourable recommendation on Forms 900 and 901 from the Principal as well as a recommendation from the District Inspector.

The Principal should inform the Inspector concerned of the nature of his recommendations, in order that conflicting reports be avoided. Differences of opinion regarding recommendations should be discussed between the Principal and the Inspector in an attempt to resolve the differences.

The completed application form, if approved, will then be forwarded from the Department of Education to the Ontario College of Education, from which the Card of Admission will be sent to the teacher.

During the months of September and October in 1965, Inspectors will devote their time to the supervision of teachers who have recently entered the profession. Therefore, each of these teachers may expect supervision from the Principal and an Inspector in the fall term.

2. Inspection of teachers holding a secondary school certificate and teaching Grade 9 or 10 of an elementary school or uninspected grades of a private school.

An applicant who completes the Initial Summer Course and, in the following school year, teaches in Grades 9 or 10 of an elementary school or exclusively in uninspected grades of a private school shall, before October 31, 1965, request an application form for secondary school inspection, by writing to the Superintendent of Supervision, Department of Education, 44 Eglinton Avenue West, Toronto 12.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

August 31, 1965.

1965-66:8
12,000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: INTEGRATION OF ELEMENTARY AND SECONDARY EDUCATION

1. One of the purposes of the re-organization of the Department of Education announced in January, 1965, was to bring the elementary and secondary school panels of the school system more closely together with a view to serving more effectively the best educational interests of the pupils. It is important that a student's school career should move as steadily as possible from Kindergarten or Grade 1 to Grade 12 or 13 with the minimum of loss through readjustment at the transition from Grade 8 to Grade 9.

2. Steps required to achieve this closer relationship have been taken at the Departmental level. In the Department's re-organization, the Elementary and Secondary School Branches have been merged in an integrated Program Branch which also includes the former Curriculum Branch and the Registrar's Branch. The Program Branch has three Divisions: Supervision (the inspection of both elementary and secondary schools), Curriculum, and Registrar's. This inclusive Branch is headed by one Director who reports to the Assistant Deputy Minister responsible for Instruction. The Director is assisted by a Superintendent of Supervision, a Superintendent of Curriculum, and the Registrar.

3. The staff of the Supervision Division has been further integrated. Inspectors, whether of elementary or secondary school grades, now carry the title "Inspector of Schools". At the central office, officials of the Division are being paired, one from the former Elementary Branch with one from the former Secondary Branch, in order that specialized knowledge may be shared; each of these officials will deal with some matters affecting both panels. In the Curriculum Division, elementary and secondary school specialists are working together in a similar way to plan new courses.

4. In the Area Offices, which have been established thus far in five locations and which will later increase in number to embrace the whole Province, provincial elementary and secondary school inspectors will work under the one Area Superintendent, and municipally employed supervisory officials of both panels located in urban centres within the Area will deal with the same Superintendent in matters affecting the Department. In the Area offices provincially employed elementary school inspectors of the immediate vicinity will share office space with the secondary school inspectors of the Area, wherever possible, with a view to working together for better co-ordination. It is recognized, of course, that the greater number of inspectors of elementary schools will continue to work out of offices in their inspectorates as formerly.

(Over)

5. In the five Areas now established, all communications, except those specifically designated for mailing to the Department, will be directed to the Area Offices, as follows:

Area 1, Northwestern Ontario - (Districts of Kenora, Rainy River, and Thunder Bay)

- Mr. R. R. Steele,
Ontario Department of Education,
101 News Chronicle Building,
Waters Street,
PORT ARTHUR, Ontario.

Area 2, Midnorthern Ontario - (Districts of Algoma, Sudbury, and Manitoulin)

- Mr. G. R. Allan,
Ontario Department of Education,
166 Douglas Street West,
SUDBURY, Ontario.

Area 3, Northeastern Ontario - (Districts of Cochrane, Temiskaming, Nipissing, Parry Sound, and Muskoka)

- Mr. J. H. Kennedy,
Ontario Department of Education,
348 Fraser Street,
NORTH BAY, Ontario.

Area 4, Western Ontario - (Counties of Essex, Kent, Lambton, Elgin, Middlesex, Huron, and Bruce)

- Mr. W. T. Laing,
Ontario Department of Education,
Althouse College,
1137 Western Road,
LONDON, Ontario.

Area 5, Midwestern Ontario - (Counties of Grey, Wellington, Waterloo, Brant, Norfolk, Oxford, and Perth)

- Mr. R. F. Bornhold,
Ontario Department of Education,
279 Weber Street North,
WATERLOO, Ontario.

6. Other parts of the Province will not be considered as Areas for administration in 1965-66. The main office of the Department will provide the same service to them as in past years.

7. During the 1965-66 school year, inspectors are encouraged to visit classes of the Intermediate Division (Grades 7 - 10) in the grades with which they have not recently been familiar to gain knowledge of other courses and classes in operation. Provincial personnel during the current school year will inspect only in the grades assigned to them at the time of their appointment, although they may occasionally accompany a fellow-inspector as a guest to broaden their own experience or to contribute of their competence in a special field. Some municipally employed inspectors who are familiar with the work of Grades 7 - 10 may be requested by their superintendents to

extend their range of supervision to cover all the grades of the Intermediate Division. In a few municipalities, consultants will share with inspectors the supervision in certain subject fields throughout almost all grades.

8. Two years ago, the Curriculum Committee of the Ontario School Trustees' Council made a useful study of Educational Articulation in Ontario. Listed below are some of the means, according to the Committee's report, by which the elementary and secondary school panels were being brought closer together. The attention of supervisory officials is directed to these suggestions since some of the practices may not be in use in their communities and might well be encouraged (where it seems feasible to do so).

(i) Occasional joint meetings of the elementary school board or boards with the secondary school board for the discussion of problems of articulation.

(ii) Induction programs to familiarize students of the elementary school graduating class with secondary school procedures before the beginning of secondary school classes.

(iii) Active membership on the part of the secondary school principal on Grade 8 promotion committees for the elementary schools sending students to his school.

(iv) Frequent meetings between elementary and secondary school principals for discussion of common problems and educational philosophy.

(v) Visits by secondary school representatives to Grade 8 classes in the spring to explain the courses available in the secondary school.

(vi) Provision of a guidance program in the elementary schools.

(vii) Organization and operation of local curriculum committees.

9. The closer association of the elementary and secondary school panels can only result in better learning conditions for the students. Organizational changes will assist but the personal interest and activity of all persons associated with the operation of the schools - teachers, principals, trustees, and supervisory officials - are essential if the full benefits of integration are to be realized.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

September 28, 1965.

1965-66:9
17000

SEP - 7 1965

DEPARTMENT OF EDUCATIONAL
RESEARCH LIBRARY
ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Elementary and Secondary Schools
Elementary and Secondary School Inspectors
Principals of Inspected Private Schools
Secretaries of School Boards
Departmental Officials

Re: Teacher Exchange for 1966-67

Principals are asked to bring this memorandum to the attention of all members of the staff.

Elementary School Inspectors are asked to include a reference to Teacher Exchange in one of their early circulars to the schools.

1. Teacher Exchange is encouraged by the Department of Education as a means of enabling teachers to improve their professional knowledge and competence, and as a contribution to the promotion of national and international understanding. It is felt that the exchange scheme, providing opportunity as it does for travel and for first-hand study of other educational systems and techniques, is of great benefit not only to the teachers taking part, but to the School Boards involved.
2. Through the co-operation of the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in other provinces of Canada, the United Kingdom, and the United States.
3. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own School Board and his salary is subject to the usual deductions for superannuation contributions and for income tax. A teacher going on exchange to the United Kingdom from Canada is required to make available the sum of $250 to his exchangee, because of lower salary scales in the United Kingdom and because of loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars. Each teacher on exchange pays his own travelling and living expenses.

   The Canadian Education Association has available, from a Canadian company, funds to provide bursaries of $200 each to teachers going on exchange *within* Canada.
4. A teacher should seek permission from his School Board to apply for exchange, only
   - (*a*) if by September, 1966, he will be at least 25 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a University degree);
   - (*b*) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered;
   - (*c*) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;
   - (*d*) if he believes that his Inspector will recommend him as a superior teacher who will be a good representative of the Ontario schools while on exchange;
   - (*e*) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.
5. *Completed application forms for exchange for the school year 1966-1967 must be in the hands of the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, not later than November 30, 1965. Since applications are sent forward as soon as they are received, it is desirable to submit them to the Department of Education as early as possible.*
6. Teachers who are interested in exchange should write to the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, for more detailed information and for copies of the application form.

H. E. Elborn

Assistant Deputy Minister of Education

TORONTO, September 7, 1965.

1965-66:10
6500

ONTARIO
DEPARTMENT OF EDUCATION
44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

SEP 15 1965
DEPARTMENT OF EDUCATIONAL
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UNIVERSITY OF TORONTO

MEMORANDUM TO SCHOOL OFFICIALS

1. Re Grade 12 Departmental Tests in 1965-66.
2. Re Grade 12 Departmental Examinations in 1965-66.

Principals of secondary and private schools are asked to bring this memorandum to the attention of all teachers concerned.

1. Grade 12 Departmental Tests in 1965-66

At 9.00 a.m. on Friday, November 19, 1965, an Aptitude Test (SATO Verbal and Mathematical) will be administered to all pupils in Grade 12 of the Five-Year Programs, the Four-Year Programs, and the Continuing Programs of Study.

2. Grade 12 Departmental Examinations in 1965-66

Memorandum
-66:17

In June, 1966, Grade 12 Departmental Examinations will be conducted in Latin and in Geography Part II for all candidates in Five-Year Programs or Continuing Programs who seek credit in the subjects for the Secondary School Graduation Diploma. Candidates who take Geography Part II will write the examination whether the subject is taught in Grade 11 or Grade 12.

In June, 1966, uniform Grade 12 Departmental Examinations will be written by pupils of the Four-Year Science, Technology and Trades Program, or of the Technical Course, in shopwork subjects. Further information regarding these examinations will be issued to principals early in the fall term.

The specific dates for these examinations cannot be given before the Grade 13 Departmental Examination Timetable is printed. Principals should, however, expect them to be written during the second week of June.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

August 26, 1965.

1965-66:11

6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE: The Grade 12 Course in Geography of the Five-Year Program

The study of a geographical region is taking on new dimensions. This involves the more intensive analysis of maps, the working out of more complex economic and geographical relationships, and the deduction of possible solutions for existing and future problems. Furthermore, the literature on the various world regions has been rapidly accumulating and necessitates not so much the learning of extra facts, but the use of this extra knowledge in obtaining a deeper and more satisfactory study of the region under consideration.

The use of the term "region" has also broadened. Individual geographers or various schools of geography use and interpret the term differently. It might be added that "the study of regions involves the selection of suitable criteria for the recognition of regional homogeneities, their representation on maps, and the elucidation of the distinctive forces conditioning their formation and evolution." [1]

The Grade 12 course in geography should offer students an opportunity to do more than observe, classify and record. The students should be given the opportunity to analyse the significance of regional differentiation by inquiring into cause and effect. They should seek origins, trace developments, and forecast possible results and consequences.

The year's study should involve a variety of geographical methods such as sample studies, the analysis of economic and industrial reports, the use of descriptive accounts, the analysis of selected recent documentary films, the study of topographical maps and air photographs and the analysis of statistics. The varied use of such methods should augment the class textbook and thereby enrich the course by exposing the student to differing viewpoints and aid the understanding of fundamental geographical principles.

The Grade 12 Departmental Examination for June, 1966, will be based on the following units of study:

Unit 1. The Physical and Cultural Patterns of the U.S.A.
- (a) Landscape and drainage patterns
- (b) Climatic, vegetational and soil patterns
- (c) Population and settlement patterns with special emphasis upon the great urban concentrations in Eastern U.S.A.
- (d) Development of resources - iron ore, petroleum, coal
- (e) Relative position of the United States as a global industrial power

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[1] Nicholson, Sametz: Regions of Canada and the Regional Concept in "Regional and Resource Planning in Canada", ed. Kreuger et al - Holt, Rinehart and Winston, Toronto, 1963; Page 7.

(Over)

Unit 2. The Great Plains

Unit 3. California OR New England

Within the study of the United States at least four (4) topographic maps are to be analysed. Topographic maps already purchased for the Grade 12 course should be used. Where additional purchases are desirable, the following maps are recommended:

Bangor, Maine	1:250,000	Dubois, Idaho	1:250,000
Baton Rouge, La.	1: 62,500	Seattle, Wash.	1:250,000
Harrisburg, Penn.	1: 62,500	Santa Cruz, Cal.	1:250,000
Cleveland, Ohio	1:250,000	San Luiz' Obispo	1:250,000
Davenport, Iowa	1:250,000	Florence, S.C.; N.C.	1:250,000
Greeley, Col./Wyo.	1:250,000	Death Valley, Cal./Nev.	1:250,000
Cheyenne, Wyo.	1:250,000	Aranas Pass, Tex.	1: 62,500

The above maps are available from the Geological Survey, Distribution Section, Washington 25, D.C. Maps at a scale of 1: 62,500 can be obtained at $ .30 each, while those at a scale of 1:250,000 can be obtained at $ .50. There is a 20% discount on orders amounting to $10.00 or more and a 40% discount on orders amounting to $60.00 or more. Each order should be accompanied by money order (U.S. currency) made payable to the Geological Survey.

Unit 4. The Paris Basin, including an urban study of Paris

OR

The London Basin, including an urban study of London

Unit 5. The Scandinavian Peninsula

Unit 6. The Moscow Region

Unit 7. The Ukraine (including Crimea)

Unit 8. The Yangtze Basin

OR

The Agricultural and Industrial Problems Facing Modern India and Pakistan

Unit 9. Japan - with emphasis upon its industrial development and trade

Note: In schools in which French is the language of instruction, four (4) of the following topographic maps may be chosen instead of those prescribed above:

Paris	K7	1:100,000	Verdun-sur-Meuse	06	1:100,000
Melun	K8	1:100,000	Lille	L2	1:100,000
Thionville	P6	1:100,000			

The above maps are available from Moyer Division of Vilas Industries, 20 Densley Avenue, Toronto 15.

Suggested Timing

Unit 1:	5 weeks	Unit 4:	4 weeks	Unit 7:	3 weeks
Unit 2:	3 weeks	Unit 5:	3 weeks	Unit 8:	3 weeks
Unit 3:	3 weeks	Unit 6:	3 weeks	Unit 9:	3 weeks

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

September 17, 1965.

1965-66:12
12,000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: SPECIAL INTENSIVE COURSE FOR DEVELOPING FRENCH FLUENCY OF TEACHERS OF FRENCH (ELEMENTARY AND SECONDARY) TO BE OFFERED DURING THE SUMMER OF 1966

During the summer of 1966, the Department of Education will offer a special course for the development of fluency in French. The course will be open to teachers who are at present engaged by boards to teach French, or are under contract to do so in 1966-67, either in the elementary or secondary schools of the province.

Nature of the Course

A concentrated six-weeks' "immersion" course from July 3 - August 13, 1966, will be offered to a number of teachers selected from the applicants. Successful candidates will live in residence and will receive from native-speaking teachers a thorough training in French conversation, language, and grammar, and will study culture and customs, through the use of modern methods, texts and teaching-aids media (including the language laboratory).

A recreational program consisting of the showing of French films, music (including the teaching of French songs), land and water sports, and field trips will form part of the course.

Location of Course

The course will be offered at Elliot Lake, situated in the heart of the Algoma tourist area. The facilities of the Centre for Continuing Education, including modern housing facilities, up-to-date classrooms, lecture halls, gymnasia, and a language laboratory will be at the disposal of course members.

Eligibility for Membership

This course is planned to assist those who are at present engaged in teaching French to English-speaking pupils. Accommodation will permit the enrolment of 200 teachers chosen from the ranks of elementary and secondary school staffs.

Fees and Living Accommodation

Fees for the course, including living accommodation and board will be $100 for the six weeks. Course members will be required to live in residence and undertake to use only French as a medium of communication from the time of arrival to the time the course is completed.

(Over)

Fees and Living Accommodation (Cont'd.)

Applications will be processed in order of arrival. As soon as the full complement of course membership is reached, registration will be closed. Not more than one member will be accepted from any one school during the initial year of the course.

Questionnaires

A copy of the attached questionnaire is to be filled in by each teacher who is interested in taking the course. When the questionnaires have been processed, an application form will be sent to each teacher selected for course membership.

In view of the limited number of teachers who can be accommodated, it is advisable for interested teachers to return the completed questionnaire at their earliest convenience. Teachers prepared to register under the conditions outlined above are advised to consult the principal.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

October 1, 1965.

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

October 1, 1965.

Dear Principal:

As outlined in the accompanying Memorandum, the Department of Education will offer during the summer of 1966, a six-week course for teachers of French, designed primarily to increase their fluency in the French language.

The course will be highly concentrated (commonly designated as a "Crash Course") and the daily program will start at 8:30 a.m. and last until 10:00 p.m. A staff of 35 highly qualified native French-speaking teachers (a ratio of one teacher to six students) will live in residence with the course members to promote a truly French atmosphere. Participants in this course will be required to use French exclusively from the moment of arrival. A carefully planned recreational and cultural program, under the guidance of French-speaking leaders, will form an integral part of the course.

Limitations of space will permit the acceptance of only two hundred applicants equally divided among elementary and secondary teachers. The fee for the course, including board and lodgings for 6 weeks is $100.00. The balance of the expense will be met by subsidy provided by the Provincial Government.

It is expected that the course will be over-subscribed shortly after registration begins. If there is a teacher on your staff who can benefit from such a course and who is willing to fulfil the conditions outlined in the attached Memorandum, will you please have him complete a questionnaire form and return it immediately to the undersigned.

Yours sincerely,

GL Duffin
G. L. Duffin
Director, Teacher Education.

For Departmental Use

☐

QUESTIONNAIRE

Complete this Questionnaire
if interested in attending the

DEPARTMENT OF EDUCATION
INTENSIVE FRENCH CONVERSATION COURSE

. Name ....
(Surname) (Christian Name) Those belonging to Religious Orders include lay name.

. Name of School ....
(in full) Elementary or Secondary

. Address of School ....
Street City or Town

. Number of years of teaching experience
(as of June 1966)
(a) elementary ☐
(b) secondary ☐

. Check the answer which applies to you
(a) I have a B.A. degree ☐
(b) I have credit for Grade 13 French ☐
(c) I have not studied French beyond Grade 12 ☐
(d) I have taught French during 1965-66 ☐
(e) I shall teach French in 1966-67 ☐

. This is not an Application Form. Send no cheque at this time.

. Return carefully completed questionnaire as soon as possible and NO LATER THAN OCTOBER 30 to:

Director,
Teacher Education,
Department of Education,
44 Eglinton Avenue West,
TORONTO 12, Ontario.

1965-66:13
12,000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE:
1. Distribution of Curriculum I.12C, Mathematics, Grade 9
   Five-Year and Four-Year Programs, all Branches
2. Distribution of Curriculum S.12C, Mathematics, Grade 13
3. UNICEF (United Nations International Children's Fund)
4. Canadian Players and Les Jeunes Comédiens
5. Form Bldg. 10 - Report on the Sale of a School Site

1. Distribution of Curriculum I.12C, Mathematics, Grade 9
Five-Year and Four-Year Programs, all Branches

Copies of this publication are being sent to the schools. The principal is asked to distribute them to the teachers of Mathematics.

Attention is directed to the fact that this course is to be used with students who have completed Curriculum I.12A (Grade 7) and Curriculum I.12B (Grade 8).

2. Distribution of Curriculum S.12C, Mathematics, Grade 13

Copies of this publication are being sent to the schools. The principal is asked to distribute them to the teachers of Mathematics.

Attention is directed to the insert in the pamphlet which outlines the requirements for the school year 1966-67.

3. UNICEF (United Nations International Children's Fund)

UNICEF (United Nations International Children's Fund) is a branch of the United Nations Association devoted to the welfare of the world's children, and is regarded as a children's crusade for children and by children. This is being brought to the attention of school authorities with the understanding that this program may be introduced into the schools with the consent of the school boards.

4. Canadian Players and Les Jeunes Comédiens

The Canadian Players, Canada's national touring theatre company, will present Eliot's MURDER IN THE CATHEDRAL and Shaw's THE IMPORTANCE OF BEING EARNEST and other plays in their tour of the province this year.

Since two English-speaking companies will be operated by the Canadian Players this season, one company will be on tour while the other is playing in Toronto at the Central Library Theatre, 20 St. George Street, Toronto 2B.

(Over)

MURDER IN THE CATHEDRAL will be presented here during October and November, and will be on tour in other parts of the province from January 10 - March 7, 1966. THE IMPORTANCE OF BEING EARNEST will be presented on tour during October and November and will open in Toronto on January 5, 1966.

Les Jeunes Comédiens, a group of graduate students of the bilingual National Theatre School of Canada, will present a program of classical French and contemporary Canadian drama and poetry on tour in Ontario in January and February of 1966. The company will play in Toronto for one week in January.

Schedules of performances are being sent to all parts of the province by the Canadian Players Foundation. Further information, if required, may be obtained by writing the Canadian Players Foundation Office, 280 Bloor Street, West, Toronto 5.

5. Form Bldg. 10 - Report on the Sale of a School Site

This form has now been revised to include in Section 3 the amount of outstanding debenture and the type of construction in connection with the sale of a site. A sample copy of the revised form is included for your information.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

September 24, 1965.

orm Bldg. 10
M Sept. 65

REPORT ON THE SALE OF A SCHOOL SITE
IN 19 ____

otes:

(1) Prepare a report on the sale of each school site.
(2) Secondary School Boards submit 2 copies to the Deputy Minister of Education.
(3) Elementary School Boards submit 2 copies to the Inspector who will submit 1 copy to the Deputy Minister of Education.

Board ....

Inspectorate ....
(if Elementary)

Report of sale of Site No. .... 19 .....
(Number the reports serially for each year)

1. Name of school site .... in the Municipality of ....

2. Details of the land which was sold.
("Local assessment" refers to the assessment shown on the assessment roll on which taxes were levied for the year preceding the sale). If the site was assessed as part of a larger parcel, what fraction is it of the whole parcel? .... Use this fraction in determining the assessment of the land that was sold.

Location of Property Lot, Con. or Street	Area in Sq. Ft.	Registration of Date of Sale	"Local Assessment" Land	"Local Assessment" Buildings	Selling Price
....	....	....	$...........	$..............	$..........

Provincial Equalizing Factor .... Provincial Equalizing Assessment of Land ....

3. Details of the building (*If date is unknown and prior to 1915 state prior to 1915)

No. of Classrooms .... Amount of Outstanding Debenture $ ....

*Year of Construction .... Type of Construction ....
(Brick, Brick-Veneer, Frame, Metal-Clad)

4. Name of the new owner ....

5. Use to be made of the property ....

CERTIFICATE OF ASSESSOR (Complete (a) or (b), whichever is applicable)

(a) I hereby certify that this property was assessed in 19 .... on the same basis as other properties of equal real value in the municipality.

The assessment of the land was .... $ ....

The assessment of the building (s) on this property was .... $ ....

Date ....
....
Signature of the Assessor for the Municipality

(b) I hereby certify that this property was

(i) not assessed in 19 ...., or

(ii) assessed in 19 .... at a nominal amount of $ .... since it was not taxable. (Cross out (i) or (ii), whichever is not applicable).

If this property had been assessed on the same basis as property of equal value in the municipality, the land would have been assessed at $ .... and the building(s) would have been assessed at $ ....

Date ....
....
Signature of the Assessor for the Municipality

7. We certify that the board does not require this property and that the information contained in this report is correct.

Chairman .... Secretary ....

Date .... Signature of Inspector ....
(if Elementary)

SEP 30 1965

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ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO SCHOOL OFFICIALS

Re: 1. September Statistical Reports
2. Ontario School Permanent Record 2 -
OSPR-2 (applicable to secondary schools)

1. September Statistical Reports

In order to gain full advantage of computer facilities, changes in format have been made in the September statistical reports of both principals and teachers. Only the Elementary Teacher's Statistical Report (#33) and the Private School Principal's and Teacher's Statistical Report (Nos. 21A and 33A) are relatively unchanged this year, but they will be changed in 1966.

The other three September Statistical Reports, that is the Elementary School Principal's Statistical Report (#32), the Secondary School Principal's Statistical Report (#37), and the Secondary School Teacher's Statistical Report (#38), have been changed in format to conform with computer spacing and printing.

The Secondary School Principal's Statistical Report has been simplified by the removal of four two-way tables re pupil retirements. A separate and individual Pupil Retirement check list is being substituted for these tables. Computer analyses of these check lists will be made and the principal will receive a report for his own school.

Particular attention is drawn to the Secondary School Teacher's Statistical Report. During the year a committee representative of the Supervision Division, the Registrar's Division, the Education Data Centre, the Ontario Teachers' Superannuation Commission, the Ontario School Trustees' Council, and the Ontario Secondary School Teachers' Federation has been meeting to define a "core" of teacher data common to the needs of these divisions or agencies. The new Secondary School Teacher's Statistical Report is made up of that "core" of data. By means of computer processing the data will be made available on a mutual basis. The Teachers' Superannuation Commission Number will be used as a common identification number. Certain confidential data will remain only with the division or agency presently responsible for it.

Since the common data will be used by all mentioned, it is particularly important that the September Secondary School Teacher's Statistical Report be accurate. It will form the basis of permanent data files which will eliminate many of the repetitive requests now made to teachers. Methods of updating the information will also be worked out and the result should be of benefit to the profession. Acknowledgment is made of the fine efforts of the O.S.S.T.F. in determining the expected September 1965 school addresses of its members.

Distribution of all forms will be similar to last year's procedures. The revised forms will be pre-identified by computer. Instructions will accompany the forms.

Your assistance and that of your staff will be much appreciated.

(Over)

2. Ontario School Permanent Record 2 - OSPR-2 (applicable to secondary schools)

An Ontario School Record revision committee was established during the school year 1964-65 with representatives of the Ontario Secondary School Headmasters' Association, the Association of Ontario Secondary School Superintendents, and Department of Education officials who collectively had experience at all levels of instruction in all sections of the Province.

The committee studied suggestions and criticisms of the 1960 Revision of all parts of the OSR system and decided to make no recommendations for changes in the OSR-1 or OSR-2. It was agreed that the OSR system requires for secondary schools a permanent card that could be adapted to electronic data processing equipment and to photocopying. The Ontario School Permanent Record 2 is the attempt to bring these features into the OSR system. The committee recommended that the results of the SATO and the Grade 13 examinations be returned to the schools on adhesive strips. The Department immediately implemented the suggestion on an experimental basis for 1964-65. Since this has proven to be successful, space has been provided for these strips on the OSPR-2. For the present time its use will be optional.

The accompanying OSPR is designed for 4AS, 5AS, 5BC, and 5STT programs and branches. A sample copy is being enclosed for each secondary or private school. Similar forms of the OSPR except for the subjects listed in Section N are available for each of 4BC, 4STT, and special classes. The OSPR is available from The Guidance Centre, Ontario College of Education, University of Toronto. A revised comprehensive Manual of Instructions covering the whole OSR system will be available in the fall.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

August 31, 1965.

SURNA FIRST NAME MIDDLE NAME NUMBER

A.

COUNTRY OF BIRTH

DATE OF BIRTH

BIRTH CERTIFICATE ☐
BAPTISMAL CERTIFICATE ☐
PASSPORT ☐
OTHER ☐

RELIGIOUS DENOMINATION

COMPLETED GRADE 8 AT

J. STANDARDIZED TEST RESULTS

	DATE	GR.	NAME OF TEST	FORM	CIRCLE APPROPRIATE CODE LETTER	INTERPRETATION AND REMARKS
LEARNING CAPACITY					A B C+ C C– D E	
					A B C+ C C– D E	
					A B C+ C C– D E	
					A B C+ C C– D E	
					A B C+ C C– D E	
SATO						
ACHIEVEMENT						
OTHER						

D. ADMISSIONS

SCHOOL	P B G C	DATE OF ADMISSION

G. PHOTOGRAPHS

DATE

DATE

C. PERMANENT AND TRANSFERABLE INFORMATION RE HEALTH, FAMILY, ETC.

ONTARIO SCHOOL PERMANENT RECORD - 2
(OSPR-2)
1965 EDITION

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THE GUIDANCE CENTRE
ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO
TORONTO 371 BLOOR STREET WEST ONTARIO

FIRST NAME No.	1. ENGLISH	2.	3.	4.	5. PHYSICAL EDUCA	6. HISTORY	7.	8. GEOGRAPHY	9. MATHEMATICS	10.	11. ALGEBRA	12. GEOMETRY	13. TRIG. & STAT.	14. SCIENCE	15. BIOLOGY	16. PHYSICS	17. CHEMISTRY	18.	19. LATIN	20. FRENCH	21. FRANCAIS	22.	23. ART	24. MUSIC	25. BUSINESS PRACTIC	26. TYPEWRITING	27.	28. INDUSTRIAL ARTS	29. HOME ECONOMICS	30.	31.	32.	33.	34.	35.	SUBJECT RECORD 4AS 5BC 5AS 5STT
P B G C																																				AVERAGE
																																				RANK/GRADE /
																																				DAYS ABSENT
YR.																																				PROMOTED TO GR.
P B G C																																				AVERAGE
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YR.																																				PROMOTED TO GR.

O. CERTIFICATES

CONSERV. MUSIC

S. RETIREMENT & TRANSFER

LAST DATE OF ATTENDANCE

TO: SCHOOL -

COURSE -

TO: EMPLOYER -

OCCUPATION -

P. SUMMARY AND T. FOLLOW-UP

FOR FORM STAT. 37, SEC. B. 6

1 ☐
2 ☐
3 ☐
4 ☐
5 ☐

1965-66:15
12,000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: ADMISSION OF SECONDARY SCHOOL PUPILS FROM OTHER PROVINCES AND COUNTRIES

With particular reference to Grades 11 and 12

The following information, similar to that given in Circular 550, 1963, is provided to assist principals when admitting pupils from other provinces and other countries to an Ontario secondary school.

A. General Statements

1. Pupils from other provinces and other countries will be admitted to Grade 9 in the secondary schools as provided in Section 67 of The Secondary Schools and Boards of Education Act, subsection (2):

> "An applicant who has not been promoted from Grade 8 to Grade 9 in the manner prescribed by the regulations shall be admitted to Grade 9 if the principal has satisfied himself that the applicant is competent to undertake the work of that grade."

2. (a) In the case of a pupil from another province who applies for admission to Grade 10, 11, 12, or 13 the secondary school principal, in the light of the information given below, admits him to the proper grade. Note that it is not necessary for the principal to obtain the Minister's approval (Section 67, subsections (3) and (4), of The Secondary Schools and Boards of Education Act).

(b) A pupil from another country who applies for admission to Grade 10, 11, 12, or 13 shall be admitted in accordance with Section 67 of The Secondary Schools and Boards of Education Act, subsections (3) and (4).

3. The Ontario Secondary School Graduation Diploma can be granted only where the candidate completes successfully at least the Grade 12 portion of the Grades 11 and 12 course at an Ontario secondary school or an inspected private school as a regular or a private-study candidate and obtains Ontario Grade 12 standing in every subject required for the diploma, except as noted below.

NOTE 1. If in the opinion of the principal the candidate holds equivalent standing from another province in History (an obligatory subject in Ontario) or in one of the Parts of the subject comparable to that prescribed in Ontario, he need take only the ONE history subject which he needs (World History Part I or World History Part II in the case of the Five-Year Program) which is being taught in Grade 11 or Grade 12, to meet the history requirements for the diploma. The principal may take into consideration the fact that in some provinces one History is taken in Grade 10 and the other in Grade 11.

NOTE 2. The same ruling as in Note 1 may be applied to such optional subjects of a Five-Year Program as Science (Physics and Chemistry) and Geography

(Over)

(Geography Part I and Geography Part II), and to the obligatory and optional subjects of a Four-Year Program where the subject is divided in Grades 11 and 12 and is not considered to be cumulative.

NOTE 3. A pupil may be admitted to Grade 12 in Ontario only in the same Branch (Arts and Science, Business and Commerce, or Science, Technology, and Trades and the same Program - Five-Year or Four-Year) in which he has studied in Grade 11 in his former school. If a pupil transferring to Ontario wishes to finish his instruction in another Program, he may be accorded the same privilege of taking a special one-year course as is accorded to pupils enrolled in Ontario secondary schools.

B. Educational Standing recognized as equivalent to the Ontario Secondary School Graduation Diploma of the Five-Year Program

The standing shown below may be accepted as the equivalent of Ontario Grade 12 standing of the Five-Year Program. In this memorandum the term "equivalent standing" means "the equivalent of Ontario Grade 12 standing."

Alberta	Grade 11
British Columbia	Grade 12
Manitoba	Grade 11
Saskatchewan	Grade 11
Prince Edward Island	Grade 12 or First Class License or Second Year Certificate from Prince of Wales College
Quebec Protestant	High School Leaving (4th year High School or Grade 11)
Quebec Catholic	Grade 11 or the first four years of a classical course
New Brunswick	Grade 12
Newfoundland	Grade 11
Nova Scotia	Grade 11

McGill University Junior Matriculation is also considered the equivalent of Ontario Grade 12 standing in the subjects concerned.

C. Suggested Procedure

1. Case 1

If an applicant for admission claims to have full equivalent standing from another province,

(a) the principal should satisfy himself, either by a close examination of the certificate presented, or by correspondence with the Registrar of the Department of Education of the other province, that such is the case;

(b) the principal should obtain assurance from the Registrar of the Ontario university that the pupil hopes to enter, that his present standing meets the Grades 11 and 12 admission requirements for the course he wishes to follow;

(c) if (a) and (b) present no difficulties, the pupil may be admitted to Grade 13.

If the pupil has not sufficient background in one or more subjects of Grade 13 which he finds it necessary to take, special arrangements should be made, if possible, for him to take some of the Grade 12 work in these subjects along with the work of Grade 13.

2. Case II

If an applicant for admission claims to have equivalent standing from another province in some, but not all, of the subjects required for the Secondary School Graduation Diploma, as for example in English or French,

(a) the principal should satisfy himself, either by close examination of the certificate presented or by correspondence with the Registrar of the Department of Education of the other province, regarding the subjects in which the pupil claims to have equivalent standing;

(b) the principal may then admit the applicant to Grade 12 for the additional subject or subjects required for full Grade 12 standing.

Note that, since Departmental Certificates of Grade 12 standing are not issued in Ontario, this pupil, if he does not obtain Ontario Grade 12 standing in all of the Grade 12 portion of the Grades 11 and 12 course, will find it necessary to present to the Registrar of the Ontario university he wishes to enter

(a) his equivalent certificate from another province in some subjects, and

(b) a statement signed by the principal that he has obtained Ontario Grade 12 standing in the remaining subjects of Grade 12 required for admission.

The Registrar of the Ontario university which he wishes to enter should be asked early in the school year whether the documents in (a) and (b) will be accepted. If they are not acceptable, the pupil will have to obtain Ontario Grade 12 standing (or cover it by Grade 13 standing) in all subjects and thus become eligible for the Secondary School Graduation Diploma.

D. The Secondary School Honour Graduation Diploma

This diploma is granted to a candidate who has obtained Ontario Grade 13 standing in English or Français and

(a) at least six additional credits chosen from the optional subjects, or

(b) at least five additional credits chosen from the optional subjects where he holds Royal Conservatory of Music of Toronto certificates in Grade VIII Practical and Grade II Theory (or equivalent certificates) as set forth in Memorandum 1965-66:3.

Cases which present special difficulties should be referred to the Registrar of this Department.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

September 27, 1965.

1965-66:16
12,000

See also
1966-67:44 §2

Re: Smoking and Health

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: SMOKING AND HEALTH

With the distribution of kits on SMOKING AND HEALTH to the schools in December, 1964, the Ontario Government Inter-Departmental Committee on Health Education introduced a campaign to emphasize to students the possible dangers of cigarette smoking. The Department of Education endorses the recommendation of the Committee that this campaign be continued.

Since school principals have frequently asked for speakers to address students on topics pertaining to Smoking and Health, the Ontario Medical Association has kindly provided a list of Branch Society Secretaries who are prepared to provide speakers from the medical profession upon request. Principals who wish to obtain the services of a speaker are advised to approach the local Branch Secretary well in advance of the proposed date of the speaking engagement.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

October 25, 1965.

ONTARIO MEDICAL ASSOCIATION

AFFILIATED MEDICAL SOCIETIES OF THE ONTARIO MEDICAL ASSOCIATION

DISTRICT NO. I

Dr. E. G. Butt, Secretary,
Essex County Medical Society,
Medical Arts Building,
Windsor, Ontario.

Dr. J. S. Packham, Secretary,
Kent County Medical Society,
325 Victoria Avenue,
Chatham, Ontario.

Dr. E. S. Hagerman, Secretary,
St. Thomas & Elgin Medical Society,
33 White Street,
St. Thomas, Ontario.

Dr. F. J. Butson, Secretary,
London Academy of Medicine,
216 Wharncliffe Road N.,
London, Ontario.

Dr. W. A. Gray, Secretary,
Lambton County Medical Society,
550 Lakeshore Road,
Sarnia, Ontario.

DISTRICT NO. II

Dr. W. K. Buller, Secretary,
Brant County Medical Society,
128 Erie Avenue,
Brantford, Ontario.

Dr. D. W. Geiger, Secretary,
Kitchener-Waterloo Academy of Medicine,
150 King Street S.,
Waterloo, Ontario.

Dr. G. N. Chant, Secretary,
South Waterloo Medical Society,
29 Dickson Street,
Galt, Ontario.

Dr. M. Dietrich, Secretary,
Oxford County Medical Association,
General Hospital,
Woodstock, Ontario.

(Over)

Dr. Robert M. Aldis, Secretary,
Huron County Medical Society,
Huron County Health Unit,
Goderich, Ontario.

Dr. George Vanner, Secretary,
Wellington County Medical Society,
Palmerston, Ontario.

Dr. J. Knipf, Secretary,
Norfolk County Medical Society,
Box 969,
Delhi, Ontario.

Dr. A. M. Wilson, Secretary,
Perth County Medical Society,
42 Albert Street,
Stratford, Ontario.

DISTRICT NO. III

Dr. C. W. James, Secretary,
Bruce County Medical Society,
Walkerton, Ontario.

Dr. L. H. J. Mullen, Secretary,
Grey County Medical Society,
Hanover, Ontario.

Dr. W. R. Love, Secretary,
Dufferin County Medical Society,
240 Broadway Street,
Orangeville, Ontario.

DISTRICT NO. IV

Dr. David McInnes, Secretary,
Haldimand County Medical Society,
Dunnville, Ontario.

Dr. R. D. Ainslie, Secretary,
Greater Niagara Medical Society,
2933 Lundy's Lane,
Niagara Falls, Ontario.

Dr. G. W. Keffer, Secretary,
Welland County Medical Society,
154 Merritt Street,
Welland, Ontario.

Dr. W. Tytaneck, Secretary,
Lincoln County Academy of Medicine,
7 Welland Avenue,
St. Catharines, Ontario.

Dr. W. R. McMillan, Secretary,
Hamilton Academy of Medicine,
132 Parkdale Avenue South,
Hamilton, Ontario.

Dr. W. C. Procter, Secretary,
Halton County Medical Society,
480 Guelph Line,
Burlington, Ontario.

Miss M. W. Ball,
Secretary and Librarian,
Hamilton Academy of Medicine,
286 Victoria Street North,
Hamilton, Ontario.

DISTRICT NO. V

Dr. K. I. Deckert, Secretary,
North Peel Medical Society,
23 Sterne Avenue,
Brampton, Ontario.

Dr. C. G. Woolfe, Secretary,
South Peel Medical Society,
Woodland Plaza, Erindale Woodlands,
Cooksville, Ontario.

Dr. John B. Wynne, Secretary,
York County Hospital Medical Society,
50 Yonge Street North,
Richmond Hill, Ontario.

Dr. G. A. Rundle, Secretary,
Ontario County Medical Society,
44 Colborne Street East,
Oshawa, Ontario.

Dr. P. H. Brasher, Secretary,
Simcoe County Medical Society,
279-6th Street,
Midland, Ontario.

DISTRICT NO. VI

Dr. D. E. Boyer, Secretary,
Peterborough County Medical Society,
311 Rubidge Street,
Peterborough, Ontario.

Dr. G. K. Stratford, Secretary,
Northumberland & Durham Medical Society,
188 King Street West,
Cobourg, Ontario.

(Over)

Dr. J. E. G. Lindsay, Secretary,
Victoria County Medical Society,
87 Adelaide Street North,
Lindsay, Ontario.

Dr. L. J. M. Tremblay, Secretary,
Hastings & Prince Edward Medical Society,
General Hospital,
Belleville, Ontario.

DISTRICT NO. VII

Dr. R. T. G. Milne, Secretary,
Kingston Academy of Medicine,
172 Churchill Cres.,
Kingston, Ontario.

Dr. T. G. Code, Secretary,
Leeds & Grenville Medical Society,
11 Victoria Avenue,
Brockville, Ontario.

Dr. R. A. McLellan, Secretary,
Lennox & Addington Medical Society,
138 East Street,
Napanee, Ontario.

DISTRICT NO. VIII

Dr. P. E. Parent, Secretary,
Academy of Medicine, Ottawa,
175 Bronson Avenue,
Ottawa 4, Ontario.

Dr. Raymond Aubin, Secretary,
Stormont & Glengarry Medical Society,
219 Baldwin Street,
Cornwall, Ontario.

Dr. R. Laviolette, Secretary,
Prescott County Medical Society,
L'Orignal, Ontario.

Dr. Wm. J. Hanham, Secretary,
Lanark County Medical Society,
Box 329,
Carleton Place, Ontario.

Dr. D. B. Guest, Acting Secretary,
Renfrew County Medical Society,
117 Raglan Street South,
Renfrew, Ontario.

Dr. F. Ladouceur, Secretary,
Russell County Medical Society,
Casselman, Ontario.

DISTRICT NO. IX

Dr. F. F. Archdekin, Secretary,
Muskoka Medical Society,
P. O. Box 248,
Port Carling, Ontario.

Dr. N. E. Miller, Secretary,
Sault Ste. Marie Medical Society,
172 East Street,
Sault Ste. Marie, Ontario.

Dr. P. Andrews, Secretary,
Sudbury District Medical Society,
260 Cedar Street,
Sudbury, Ontario.

Dr. F. S. M. Walk, Secretary,
Kirkland District Medical Society,
Box 847,
Kirkland Lake, Ontario.

Dr. R. F. Dymond, Secretary,
Porcupine District Medical Society,
599 Tamarack Street,
Timmins, Ontario.

Dr. A. Roundhill, Secretary,
Parry Sound Medical Society,
The Wright Clinic, Box 1299,
Parry Sound, Ontario.

Dr. J. J. E. Griffin, Secretary,
North Bay District Medical Society,
366 McIntyre Street West,
North Bay, Ontario.

DISTRICT NO. X

Dr. E. S. Hodkinson, Secretary,
Northwestern Ontario Medical Society,
Dryden, Ontario.

Dr. D. B. Coulson, Secretary,
Thunder Bay Medical Society,
Port Arthur Medical Clinic,
Port Arthur, Ontario.

(Over)

DISTRICT NO. XI

Dr. B. E. Macpherson, Secretary
Humber Memorial Hospital Clinical Society,
15 John Street,
Weston, Ontario.

Dr. A. C. Ronald, Secretary,
St. Joseph's Hospital Branch Society,
Suite #3, Humbertown Centre,
Islington, Ontario.

Dr. Donald J. Dodds, Secretary,
Queensway Clinical Society,
5150 Dundas Street West,
Islington, Ontario.

Dr. F. S. McConney, Secretary,
North Toronto Medical Association,
275 Glencairn Avenue,
Toronto 12, Ontario.

Dr. Keith Bennett, Secretary,
Toronto Northwestern Medical Society,
1928 Eglinton Avenue West,
Toronto 10, Ontario.

Dr. Mary C. McEwan, Secretary,
The Academy of Medicine, Toronto,
288 Bloor Street West,
Toronto 5, Ontario.

Dr. Mary C. McEwan, Secretary,
St. Michael's Hospital Medical Society,
30 Bond Street,
Toronto 2, Ontario.

Dr. P. A. Charlebois, Secretary,
Scarborough Clinical Society,
Scarborough General Hospital,
Scarborough, Ontario.

Dr. A. M. Wiley, Secretary,
Toronto Western Hospital Medical Society,
25 Leonard Avenue, Suite #306,
Toronto 2B, Ontario.

Dr. R. F. Warren, Secretary,
Toronto East Medical Association,
1639-B Bayview Avenue,
Toronto 17, Ontario.

Dr. Frank T. Johnston, Secretary,
North York Branson Medical Society,
4761 Yonge St., Suite #2,
Willowdale, Ontario.

1965-66:17
6500

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: GRADE 12 DEPARTMENTAL EXAMINATION IN LATIN, 1966
(Reference: Memorandum 1965-66:10) ✓

The principal is asked to bring this memorandum to the attention of all teachers of Latin in Grade 12.

As was announced in Memorandum 1964-65:86, teachers are being asked to make their own selections of Latin reading passages to be read in Grade 12 this year. For this reason there will be no testing of the translation of prescribed authors on the Grade 12 Departmental Examination. Teachers should test this very important part of the course in their own examinations and tests. Results of these tests in the authors work should form a significant part of the teacher's mark submitted as a part of this testing program.

Any of the five texts listed in Circular 14 will provide students with the knowledge to answer the examination questions on composition, forms, grammar and derivatives.

These texts are

LATIN FOR SECONDARY SCHOOLS, REVISED EDITION (Gage)
LIVING LATIN (Clarke Irwin)
GATEWAY TO LATIN (Books 2, 3, and 4.) (Gage)
LATIN FOR CANADIAN SCHOOLS (Copp Clark)
MANUEL DE LATIN (O.C.D.L.)

As this is the first year in which MANUEL DE LATIN is an approved text, it is suggested that teachers using this text get in touch with their Classics Inspector to discuss coverage of the course.

The examination will consist of three Parts, A, B, and C.

Part A will test the students' knowledge of composition through the translation of English sentences into Latin. The value of this Part will be approximately 40% of the paper.

Part B will test the students' ability to read and comprehend Latin as well as some of the additional aspects of the reading program. There will be two Latin prose passages to be translated at sight into English. There will also be some shorter questions, which will test comprehension of short Latin sentences, and scansion of the Dactylic Hexameter. The value of Part B will be approximately 38% of the total.

(Over)

Part C will consist of objective, multiple choice questions to test the students' knowledge of forms, grammar, English derivatives and his ability to answer questions in English about the comprehension and translation of parts of a Latin passage. The value of this part will be 22% of the total.

The examination will be set both in English and in Frenc The questions on the English and French papers will be identical except that some of the objective questions dealing with derivation will necessarily be different.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

October 22, 1965.

1965-66:18
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. Grade 13 Physics, Curriculum S-17C, and Grade 13 Biology, Curriculum S-17B
2. Student-Aid Bursary Awards
3. National Student-Aid Information Service of the C.S.T. Foundation
4. Address of the Publications Office, Ontario Department of Education

1. Grade 13 Physics, Curriculum S-17C, and Grade 13 Biology, Curriculum S-17B

Teachers of Grade 13 Physics and of Grade 13 Biology are advised that the following materials pertaining to Curriculum S-17C and to Curriculum S-17B will be available as indicated:

(a) Curriculum Study Guide

A brief guide for teachers which will contain suggestions concerning both the theoretical and experimental aspects of the course will be distributed to the schools in the near future.

(b) Sample Examination Papers

Sample final examination papers as prepared by teachers for Curriculum S-17C or for Curriculum S-17B will be distributed early in 1966.

2. Student-Aid Bursary Awards

The Department of Education has been informed that Ontario Student-Aid bursary awards have been announced at Commencement Exercises and that the recipients have been congratulated as if the awards were given for scholastic achievements. Eligibility rules make it clear that financial need is the main factor governing the awards and only average academic standing is required.

Since the financial circumstances of the students' families are confidential matters, you are requested to refrain from presenting bursary awards in public. Announcement of the awards tends to make them appear as accomplishments rather than as monetary aid to enable students to continue their education.

3. National Student-Aid Information Service of the C.S.T. Foundation

The National Student-Aid Information Service, Canadian Scholarship Trust Foundation, 2149a Yonge Street, Toronto 7, Ontario, has asked us to announce to the secondary schools that their new Student-Aid Information Manual is available at a cost of $12.50 for the first year and $10.00 per year in subsequent

(Over)

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years for information designed to keep the publication up to date. Revisions for the year 1965-66 are now being prepared and by means of a new method of printing the material, the contents of the manual will be contained in one volume.

4. Address of the Publications Office, Ontario Department of Education

Requests for Departmental publications may be addressed to

The Publications Office,
Room 455, Business Administration Branch,
44 Eglinton Avenue West,
TORONTO 12, Ontario.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

October 25, 1965.

1965-66:19
6500

EXAM. 2

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

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MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Grade 13 Departmental Examination in English, 1966

Principals are asked to bring this Memorandum to the attention of all teachers of Grade 13 English.

A. General Information

1. In 1966 the final Departmental standing for candidates in Grade 13 English who have been (i) in regular attendance in day or evening classes of a secondary school or an inspected private school or (ii) enrolled in the Departmental Correspondence Courses will be calculated as follows.

   (a) 35% of the final standing will be based on the Teacher's Mark which, in the opinion of (i) the principal and teacher or (ii) the Administrator of Departmental Correspondence Courses, represents the candidate's proficiency in English.

   The Teacher's Mark will be calculated on the basis of 50% for proficiency in the year's work in writing and 50% for proficiency in the year's work in English literature and will be submitted to the Department as one mark on the basis of 100.

   (b) 65% of the final standing will be based on the single Departmental examination in English written in June.

   In addition to any marks which may be given for the general style of the answer papers in English in 1966, marks for style and organization will be awarded for answers to one or more essay-type questions on the plays or novel. A clear notation will appear on the examination question paper where marks for style and organization are to be awarded to an answer for a specific question.

2. (a) The writing part of the Teacher's Mark will be based on all essays which the student has written during the school year 1965-66 (not fewer than four).

   (b) At least two different types of essays are to be included in calculating the writing mark, and two of the essays are to be written in the school under supervision, either as part of formal examinations at Christmas and Easter, or in the classroom under supervision at any time during the year.

(over)

(c) The longer critical essay, or literary essay, based on some phase of the literature part of the course, may weigh more heavily than one of the shorter essays. Its relative weight will vary according to the topic and the length of the essay.

(d) The student's essay notebook or file of essays should be readily accessible in the schools for the perusal of Provincial or Municipal Inspectors during the school year 1965-66. Any essays on file in the school may be returned to the students after the second week in May.

B. Assistance for teachers in the marking of essays

In addition to the usual supervisory program carried on by inspectors principals, heads of departments, and others, the Department of Education is encouraging the organization of marking seminars in all parts of the Province. These seminars are a valuable part of the in-service training program for all teachers of English.

Suggestions to teachers of English and materials for use in marking seminars are included in the 1965 edition of Circular S.4C, copies of which are sent to the schools early in November for the assistance of each teacher of Grade 11, 12 or 13.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, October 28, 1965

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1965-66:20
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EXAM. 3

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re the Grade 13 Departmental Examination in Français, 1966

Principals are asked to bring this Memorandum to the attention of all teachers of Grade 13 Français.

A. General Information

1. In 1966 the final Departmental standing for candidates in Grade 13 Français who have been in regular attendance in day or evening classes of a secondary school or an inspected private school will be calculated as follows.

   (a) 35% of the final standing will be based on the Teacher's Mark which, in the opinion of the principal and teacher, represents the candidate's proficiency in Français.

   The Teacher's Mark will be calculated on the basis of 50% for proficiency in the year's work in writing and 50% for proficiency in the year's work in "explication de textes" and will be submitted to the Department as one mark on the basis of 100.

   (b) 65% of the final standing will be based on the single Departmental examination in Français written in June.

   In addition to questions based on the year's work in "explication de textes", the Departmental Examination in Français in 1966 will also include style appreciation of a sight passage and a short essay based on the plays or novels.

2. (a) The writing part of the Teacher's Mark will be based on all essays which the student has written during the school year 1965-66 (not fewer than four).

   (b) At least two different types of essays are to be included in calculating the writing mark, and two of the essays are to be written in the school under supervision, either as part of formal examinations at Christmas and Easter, or in the classroom under supervision at any time during the year.

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(over)

(c) The longer critical essay, or literary essay, based on some phase of the course in "explication de textes" may weigh more heavily than one of the shorter essays. Its relative weight will vary according to the topic and the length of the essay.

(d) The student's essay notebook or file of essays should be readily accessible in the schools for the perusal of Provincial or Municipal Inspectors during the school year 1965-66. Any essays on file in the school may be returned to the students after the second week in May.

B. Assistance for teachers in the marking of essays

In addition to the usual supervisory program carried on by inspectors, principals, heads of departments, and others, the Department of Education is encouraging the organization of marking seminars. These seminars are a valuable part of the in-service training program for all teachers of Français.

Suggestions to teachers of Français and materials for use in marking seminars are included in Circular S.4CF, copies of which are being sent to the schools in November for the assistance of each teacher of Grade 11, 12 or 13.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, November 10, 1965

1965-66:21
6500

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

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CANADIAN EDUCATION ASSOCIATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: ANNUAL SECONDARY SCHOOL MATHEMATICS CONTEST, MARCH 10, 1966

The Department is pleased to support the Canadian Institute of Actuaries and the Canadian Mathematical Congress in sponsoring this Contest in the Secondary Schools of Ontario again this year. The tests will be written on Thursday, March 10, 1966.

The rules for the Contest will be similar to those which applied in 1965. Full information will be available about the end of November. If the principal of any school has not received an invitation to participate in the Contest by December 31, 1965, he may write to:

Mr. Frederick R. Colquhoun,
Associate Actuary,
The Imperial Life Assurance Company of Canada,
20 Victoria Street,
TORONTO 1, Ontario.

In the 1965 Contest, involving over 250,000 participants from about 6,600 Secondary Schools, there were 10 Regions. The schools in Ontario, Quebec, and Upper New York State, north of latitude 42°N constitute Region II. The Canadian schools in the top 10% of the participating schools in this Region attained many honours as shown on the reverse side of this memorandum.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

October 31, 1965.

(Over)

SUMMARY OF RESULTS AND AWARDS - 1965 CONTEST

Bronze Cup - highest team score in Region II : 232.25
University of Toronto Schools, Toronto

New Mathematics Library Books, Set - third highest team score : 217.00
Downsview Secondary School, Downsview

Golden Gate Books, Set - fourth highest team score : 205.50
Ridgemont High School, Ottawa

Certificate of Merit - schools ranked according to team scores : 232.25 - 140.25

1. University of Toronto Schools
3. Downsview Secondary School
4. Ridgemont High School, Ottawa
10. Laurentian High School, Ottawa
12. North Toronto C. I.
14. St. Michael's College School
15. Neuchatel Junior College
16. Don Mills C. I.
17. Northview Heights C. I.
18. St. Patrick's College, Ottawa
20. Vaughan Road C. I., York Township
21. West Hill High School, Montreal
22. Outremont High School, Montreal
25. Dr. C. J. Mackenzie H. S., Deep River
29. Ridley College, St. Catharines
30. (Fort William C. I.
(R. H. King C. I., Scarborough
32. Markham District High School
33. Wagar High School, Montreal
34. Wm. Lyon Mackenzie C. I., Downsview
35. W. A. Porter C. I., Scarborough
37. Waterloo Collegiate Institute
38. Bathurst Heights S. S., North York
39. London South Secondary School
41. Aldershot High School, Burlington
42. Mont-Saint-Louis H. S., Montreal
46. Lakeview High School, Port Arthur
47. Hammarskjold High School, Port Arthur
50. Chippewa Secondary School, North Bay
51. Kipling C. I., Etobicoke
52. Kitchener-Waterloo C. & V. S.
56. Chatham Collegiate Institute
65. Sarnia C. I. & T. S.
66. Riverdale C. I., Toronto
67. Ridgeway & Crystal Beach High School
68. (London Central Secondary School
(Trinity College School, Port Hope
(Royal York C. I., Etobicoke
72. (Loyola College High School, Montreal
(Lindsay Place H. S., Pointe-Claire
77. Sir Adam Beck Secondary School, London
80. Forest Hill C. I., Toronto
84. (Woodroffe High School, Ottawa
(Peterborough C. & V. S.

Individual Canadian students in Region II also qualified for a number of awards:

Individual Slide Rule - highest individual score : 105.00
McIntyre, Stephen G., University of Toronto Schools

C.R.C. Standard Mathematical Tables - students ranking 6 to 15

Score		
87.75	Thompson, Robert W.	South Huron District High School, Exeter
86.75	Heard, Stanley F.	Dryden High School, Dryden
84.25	Smith, Brian C.	North Toronto Collegiate Institute, Toronto
83.25	Doubilet, Peter M.	West Hill High School, Montreal
81.75	Goldthorpe, Ron A.	W. A. Porter C. I., Scarborough
81.75	Meek, Dereck S.	Ridgemont High School, Ottawa
80.25	McDonald, David	Downsview Secondary School, Downsview
80.00	James, Lee O.	Selkirk C. & V. S., Fort William
79.00	Chalmers, Graham D.	Sarnia C. I. & T. S., Sarnia
78.50	Buivids, Andris	R. H. King C. I., Scarborough

Silver Certificate of Achievement - leading students 1963, 1964, 1965

Robinson, James E.	Wingham District High School
Koval, John J.	St. Patrick's School, Sarnia

Six Bronze Medals and Eight Bronze Certificates of Achievement were awarded to students who had placed first on two occasions. Three hundred and forty-five Mathematics Pins were also awarded to other leading students in each school.

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DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO OFFICIALS CONCERNED WITH SECONDARY EDUCATION

Re Comments on Grade 13 Examinations, 1965

1. Copies of comments prepared by the members of the Committees in charge of marking the 1965 Grade 13 examination papers are being sent to principals.

2. Principals are asked to hand the copies to the Grade 13 teachers concerned.

3. The Comments have been arranged in sets as follows:

   Set No. 1 - History
   Set No. 2 - Geography
   Set No. 3 - Algebra
   Set No. 4 - Geometry
   Set No. 5 - Trigonometry and Statics
   Set No. 6 - Botany
   Set No. 7 - Zoology
   Set No. 8 - Physics
   Set No. 9 - Chemistry
   Set No. 10 - Greek
   Set No. 11 - Latin
   Set No. 12 - French
   Set No. 13 - German
   Set No. 14 - Italian
   Set No. 15 - Russian
   Set No. 16 - Spanish
   Set No. 17 - Music
   Set No. 18 - Art
   Set No. 19 - Commercial Subjects
   Set No. 20 - Problems

4. No additional copies of the Comments are available for distribution.

5. Teachers are reminded that the exact type of question or evaluation may not be used again. Marking schemes vary from year to year according to the character of the questions. This material is not intended as a teaching guide but as information which may be useful, in a general way, to teachers.

6. Circular S.4C and Circular S.4CF

Circular S.4C, Comments on English, and Circular S.4CF, Comments on français, are being sent to the schools in a short time.

Since these Circulars contain material of interest to all teachers of Grades 11, 12 and 13 English and français, one copy should be given to each teacher of these classes and the remaining copies, if any, distributed to teachers of Grade 13 classes.

The supply of Circular S.4C and Circular S.4CF is limited. It is not a handbook for pupils. Consequently, teachers are asked to refrain from asking for additional copies except where the number received is insufficient for teachers' use.

H.E. Elborn

Assistant Deputy Minister of Education

TORONTO, November 4, 1965.

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6500

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ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: LATIN TAPE RECORDING

Principals are asked to bring this memorandum to the attention of teachers of Latin.

As part of an experiment with audio-visual materials, the Curriculum Division has prepared a tape recording of some readings of Latin poetry and prose. A copy of the tape recording is being sent to each secondary school in the province and to each inspected private school which offers Latin in Grade 12.

The main purpose of this project is to provide teachers and students of Latin with some examples of poetry and prose, read fluently and well, and to stress the importance of oral work in the study of Latin. It should be mentioned, however, that there is no intention of having an oral examination in Latin reading in Grade 13.

Accompanying the tape will be a booklet which will contain some suggestions for the teaching of Latin Verse as well as some specific ideas about the use of the tape. The booklet will contain the complete text of the recording.

An additional purpose of the project is to obtain from teachers an evaluation of this type of teaching aid. This evaluation will be requested from teachers in the spring.

Since these tapes are issued on a recall basis and may have to be returned to the Department, they should be carefully preserved.

The tape is recorded at 3 3/4 inches per second. It is suggested that schools whose tape recorder does not play at this speed arrange to record at the appropriate speed.

H. E. Elborn
H. E. Elborn
Assistant Deputy Minister.

November 10, 1965.

1965-66:25
12,000

ONTARIO
DEPARTMENT OF EDUCATION

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DEC 1 1965
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44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. Type A Seminar in Agriculture, 1966
2. Junior Red Cross
3. Distribution of booklet - Social Work - A Rewarding Career

1. Type A Seminar in Agriculture, 1966

A Type A Seminar leading to the High School Specialist's Certificate in Agriculture will be offered for qualified candidates at Guelph in the summer of 1966 under the auspices of the Althouse College of Education, if a sufficient number of applications are received before January 1, 1966. The seminar is open to four-year graduates of the University of Guelph who hold B.S.A. degrees and who possess the necessary options and standings.

Teachers with B.A. degrees and Intermediate Agriculture Certificates do not meet the requirements for this seminar. Applicants should obtain a statement from H. W. Pettipiere, Registrar, University of Guelph, indicating that the required credits in the subjects necessary for admission to the Type A Seminar have been obtained.

Interested teachers should make a tentative application to the Associate Registrar, Althouse College of Education, University of Western Ontario, London, Ontario.

2. Junior Red Cross

As the Department encourages Junior Red Cross as an in-school activity because of its ideals which should be part of the educational background of each pupil in the schools, principals of public, separate, and secondary schools are encouraged to give this organization their whole-hearted support.

In the elementary school the classroom may be organized under a teacher sponsor as a Junior Red Cross Branch. It has been suggested that High School Red Cross might become one of the interest groups that students at the secondary school level may wish to support. It is hoped that where a High School Red Cross Group has been established, arrangements will be made for the members to bring to the attention of all of the pupils in the school some of the activities of the Junior Red Cross organization.

Under the banners of the Red Cross, the Red Crescent, and the Red Lion and Sun about 70 million young people in 87 different countries in the world have proved to themselves the great joy and satisfaction that comes from serving others in need whether in their own community, their own country, or across

(Over)

the seas. Junior Red Cross members pledge to be of service to others, to country, and to community and to school. They believe in healthy minds and bodies and better human relationships throughout the world.

The Junior Red Cross Advisory Committee earlier this year provided sufficient copies of "The Smile of Health" - a dental health guide, for each class in the elementary schools that enrolled in Junior Red Cross for 1965-66 so that one copy might be given to each member of the Branch. This cartoon-type book has been so well received by educators and dentists that the Advisory Committee at its meeting on October 29 decided that one copy of the booklet should be made available for each pupil in the elementary schools of Ontario. Accordingly, principals of elementary schools are asked to request sufficient copies for the pupils in their schools, keeping in mind that copies already have been made available to members of Junior Red Cross branches and that it is desirable that duplication be avoided because of the expense involved. Requests for the additional copies required should be directed to Mrs. O. C. Herrington, Director, Ontario Junior Red Cross, 460 Jarvis Street, Toronto 5.

It is suggested that each principal may wish to make reference to this booklet in a staff meeting with teachers so that the benefits of proper dental care may be brought to the attention of each child in the school.

3. Distribution of booklet - Social Work - A Rewarding Career

The Department of Public Welfare of Ontario is distributing to the secondary schools of Ontario a booklet entitled Social Work - A Rewardin Career. The booklet will be helpful to principals and guidance counsellors in acquainting students with the opportunities that follow graduation in Social Work.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

November 12, 1965.

1965-66:26
6500

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DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: PRIZES AWARDED BY THE CANADIAN MATHEMATICAL CONGRESS

The Canadian Mathematical Congress has recently named the winners of mathematical prizes which it awards on the basis of the marks obtained on the Grade 13 Departmental Examination in Problems, 1965. Cheques are being forwarded by the Secretary of the Canadian Mathematical Congress to all those successful in winning an award.

Provincial Winners - $50 each

($50 additional for District Winners below)

1. McIntyre, Stephen		University of Toronto Schools	85 marks
2. James, Lee		Fort William, Selkirk C.V.I.	83 "
3. Koval, John)	tie	Sarnia, St. Patrick's School	76 "
Edgecombe, John)		Markham D.H.S.	76 "

District Winners - $50 each

1. Essex County		Epp, Robert C.	Leamington D.S.S.
2. Elgin, Kent, Lambton, Norfolk		Koval, John J.	Sarnia, St. Patrick's School
3. Middlesex, Oxford		Kennedy, Brian P.	Ingersoll D.C.I.
4. Bruce, Grey, Huron, Perth, Wellington		Cluchey, James P.	Durham D.H.S.
5. Brant, Haldimand, Waterloo		Chatterson, Michael P.	Kitchener, Forest Heights C.I.
6. Lincoln, Welland		Richardson, William R.	Ridgeway & Crystal Beach H.S.
7. Wentworth	Tie, $25 each	(Cook, Peter J.	Dundas D.H.S.
		(Gleadow, Robert N.	Hamilton, Hill Park H.S.
8. Dufferin, Halton, Peel, Simcoe		Barr, Patricia L.	Burlington, Nelson H.S.
9. Toronto City west of Yonge Street		McIntyre, Stephen G.	University of Toronto Schools
0. Toronto City east of Yonge Street		Goold, John R.	North Toronto C.I.
1. Etobicoke, Mimico, New Toronto, Weston, York Twp.		Teikari, Lauri	York, Vaughan Road C.I.
2. East York, Forest Hill, Leaside, North York		Hersh, Marvin	North York, Don Mills C.I.
3. York County, including Scarborough but excluding other municipalities of Metropolitan Toronto		Edgecombe, John A.	Markham D.H.S.

(Over)

14. Cochrane, Nipissing, Parry Sound, Sudbury, Temiskaming	Allison, David G.	North Bay, Chippewa H.S.
15. Algoma, Kenora, Manitoulin, Rainy River, Thunder Bay	James, Lee O.	Fort William, Selkirk C.V.I.
16. Haliburton, Muskoka, Northumberland and Durham, Ontario, Peterborough, Victoria	Morey, C. John W.	Peterborough C. & V.S.
17. Frontenac, Hastings, Lennox and Addington, Prince Edward, Renfrew	Clarke, James N.	Deep River, Dr. C.J. McKenzie
18. Carleton	Meek, Dereck S.	Ottawa, Ridgemont H.S.
19. Lanark, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry	Ilett, Michael J.	Cornwall C.I. & V.S.

The Minister wishes to express to all prize-winners his personal congratulations and those of the officials of the Department of Education on their splendid achievement in this special field of mathematical problems.

The Canadian Mathematical Congress will again offer a number of cash prizes to Grade 13 students of Mathematics across the province who show promise of outstanding mathematical ability as indicated by their work in the Departmental Grade 13 Problems paper to be written in June 1966. The conditions are listed below:

1. The competition is open to all bona fide day-time students who have been in regular attendance in the public or private secondary schools of Ontario during the school year 1965-66.

2. The areas, of roughly equal population, into which the province is divided for purposes of this competition in 1966 are shown above in the list of winners for 1965. A prize of $50 is offered for competition among the pupils attending the secondary schools in each of these nineteen geographical areas. In addition, four prizes of $50 each will be awarded on a province-wide basis. One of these may be held by a candidate whether or not he has obtained an area award.

3. The winners will be selected on the basis of their marks on the Problems paper for 1966. In general, a prize will be awarded to the candidate who stands highest among those writing from the public or private secondary schools located within a particular area. However, the Awards Committee acting for the Canadian Mathematical Congress will have final authority. In their sole discretion they may withhold the award in an area where no candidate has obtained a reasonably high mark and may transfer it to an especially deserving candidate from another area.

4. No special application is necessary. All pupils writing the Problems paper will automatically be considered candidates for the various prizes.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

November 17, 1965.

1965-66:28
12,000

ONTARIO
DEPARTMENT OF EDUCATION

LIBRARY
THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION
TORONTO, CANADA

FEB 23 1966

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS,
SCHOOL INSPECTORS,
PRINCIPALS OF ELEMENTARY
AND SECONDARY SCHOOLS,
SECRETARIES OF SCHOOL BOARDS,
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS.

Re: STUDENTS WHO ENTERED THE IN-SERVICE OR THE TWO-YEAR COURSE AT TEACHERS' COLLEGE AND WISH TO COMPLETE REQUIREMENTS FOR A TEACHING CERTIFICATE

(1) The completing year of the In-Service Course and the second year of the Two-Year Course will not be offered in 1966-67 nor are they likely to be offered in subsequent years.

(2) An applicant for admission to a Teachers' College who submits evidence of successful completion of the Pre-Teachers' College Summer Courses, First and Second Years, each followed by at least six months of successful teaching on a Temporary Certificate in a public or separate school in Ontario may qualify for an Interim Elementary-School Teacher's Certificate by:

(a) completing successfully the One-Year Course at an Ontario Teachers' College; and
(b) obtaining or submitting evidence of standing in one of
    English A or B of the Two-year Course,
    Grade 13 English Literature,
    Grade 13 English Composition,
    the three-hour Grade 13 English paper; and
(c) obtaining or submitting evidence of standing in one of
    History or Geography of the Two-year Course,
    Grade 13 History,
    Grade 13 Geography.

(3) A candidate who completes successfully the One-year Course but does not obtain or submit evidence of the standing required in paragraphs 2(b) and or 2(c) above will be granted a Letter of Provisional Standing valid for one school year. During the College year and the year following graduation the candidate should obtain standing in the required subjects. The Principal of the College should be consulted, early in September, regarding the best method of doing this.

(4) An applicant who has taught successfully for less than twelve months on a Temporary Certificate, will be admitted to a Teachers' College but upon graduating he will receive a Letter of Provisional Standing which, after ten months of successful teaching, may be replaced by an Interim Elementary-School Teacher's Certificate, providing the requirements listed in paragraph 2 above have been met.

cont'd...

(5) Candidates in the Two-year Course, Second Year, who fail in practice teaching in 1966, or who pass in practice-teaching but fail in three or more of the examination subjects of Group 1, may complete their standing by attending a subsequent January to June term of the One-year Course and by passing in the practice-teaching and final examinations of that term and by obtaining or submitting evidence of standing in the following additional subjects:

- (A) English A and English B of the Two-year Course, or the three-hour Grade 13 English paper, or Grade 13 English Literature and English Composition; and
- (B) History of the Two-year Course or Grade 13 History; and
- (C) Geography of the Two-year Course or Grade 13 Geography; and
- (D) The School and the Community of the Two-year Course.

(6) A candidate who completes his standing by attending a subsequent January to June term of the One-year Course and by passing in the practice-teaching and final examinations of that term but does not obtain or submit evidence of standing required in any or all of paragraphs (5) (A) (B) (C) and (D) above will be granted a Letter of Provisional Standing valid for one school year. During the college year and the year following graduation the candidate should obtain standing in the required subjects. The Principal of the College should be consulted, early in September, regarding the best method of doing this.

(7) As some students enrolled in the One-year Course at the Teachers' Colleges in 1965-66 will be former members of the In-Service Course and, as failures in the Second Year of the Two-year Course in May, 1966, will be required to repeat a subsequent January to June session in the One-year Course, such students will be permitted to take Correspondence Courses in subjects not offered at the Teachers' Colleges while in attendance in the One-year Course.

H. E. Elborn

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H. E. Elborn
Assistant Deputy Minister.

TORONTO 12, November 30, 1965.

1965-66:29
12,000

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS' COURSES

1. Introduction

(a) The Minister of Education has recently given approval to the establishment of an Elementary School Principals' Course leading to an Elementary School Principal's Certificate. The purpose of the accredited course is to give principals better preparation for the greater responsibilities which they are assuming in the elementary schools of Ontario. It is expected that the course will eventually increase the supply of persons well qualified for principalships and the certificate will give added recognition to the important role to be played by the principal.

(b) The Minister has also approved changes in the certification of secondary school principals to augment the number of qualified persons available to all types of secondary schools, including special vocational schools.

(c) In 1966 it is expected that the Elementary and Part I of the Secondary School Course will be offered in three university centres (University of Western Ontario, University of Waterloo and Queen's University). Enrolment will be limited to eighty elementary and eighty secondary candidates in each of the centres. In the interest of further integration of elementary and secondary education the courses will have joint sessions in suitable topics, and personnel will share joint facilities.

(d) The courses will be of four weeks' duration, July 4 to July 29, inclusive.

2. Elementary School Principals' Course

An applicant for admission to the course in 1966 shall

(a) hold a Permanent Elementary School Teacher's Certificate, Standard IV;
(b) be a principal or be appointed to be a principal of an Ontario Elementary School effective September, 1966; and
(c) have been considered as above average in competence as a teacher for at least the last two years of his teaching or principalship experience.

If it is not possible to provide courses for all applicants, quotas will be established. In this case an applicant will require the recommendation of the Provincial or Municipal Inspector concerned.

(Over)

Consideration may be given to a number of applicants who meet the conditions of (a) and (c) above and who have not yet been appointed as principals.

On successful completion of the course the candidate will be granted an Interim Elementary School Principal's Certificate valid in any Ontario elementary school for a period of five years from date of issue.

While eventually this certificate may be required for appointment as a principal, it will not be so required in 1966 or in a subsequent year without adequate notice being given.

In order to qualify for a permanent certificate a candidate will be required to submit evidence of two years' successful experience as a principal subsequent to the date of issue of his interim certificate and may be required to attend a second session of the course or submit evidence of standing in certain specified units of graduate study in education.

A candidate wishing to be admitted to the course in 1966 shall first make application by completing Form 35PC. A candidate in a municipal inspectorate shall forward his application to the Chief Inspector, Superintendent of Elementary Schools or Director of Education appointed by the local school board, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto. A candidate in a provincial inspectorate shall forward his application to the local Elementary School Inspector appointed by the Department of Education, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto.

3. Secondary School Principals' Course

(a) An applicant for admission to the course shall hold one of

(i) a High School Specialist's Certificate
(ii) a High School Assistant's Certificate
(iii) a Vocational Specialist's Certificate with an acceptable degree
(iv) an Occupational Specialist's Certificate with an acceptable degree;

(b) have completed a minimum of five years of teaching experience in Ontario schools, or in inspected private schools, prior to September 1, 1965;

(c) have taught one or more subjects of Grades 11, 12 or 13 for at least three years or hold a Specialist Certificate in Auxiliary Education with secondary school options and have at least two years' experience teaching general or practical subjects in the Occupational program (Specialist Certificate in Auxiliary Education not required where applicant admitted under 3(a) (iv) above); and

(d) have been considered as above average in his classroom work during the last three years.

If it is not possible to provide courses for all applicants, quotas will be established. In this case, the applicant will require the recommendation of his District or Municipal Inspector.

On successful completion of Part I of the course (1966) the candidate will be granted an Interim Secondary School Principal's Certificate, Type B, which shall qualify the holder to be a vice-principal in any secondary school, a principal in a secondary school having an enrolment of fewer than 500 pupils, or a principal in a special vocational school of any size.

After two years in one or more of these positions, and upon the recommendation of the District Inspector or Municipal Superintendent, the holder of an Interim Secondary School Principal's Certificate, Type B, may apply to have this certificate made permanent.

The holder of a Permanent Secondary School Principals' Certificate Type B, may be admitted to Part II of the Secondary School Principals' Course and on successful completion of Part II will be granted a Permanent Secondary School Principal's Certificate, Type A, which shall be valid for the principalship of any provincial secondary school. The pattern of Part II of the Course is under study and may consist, in part, of one or more units of graduate study in education.

A teacher wishing to be admitted to the First Session (1966) shall first make application by completing Form 35PC.

A teacher in the High School Districts of Belleville, Brantford, Burlington, Etobicoke, Fort William, Hamilton, Guelph, Kingston, Kitchener, London, Niagara Falls, Oakville, Ottawa, Peterborough, Port Arthur, St. Catharines, Sarnia, Sault Ste. Marie, Scarborough, Sudbury, Toronto, Toronto Township, Windsor, York, York Central or York North shall forward his application to the Superintendent of Secondary Schools appointed by the local school board, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto.

A teacher in any other high school district shall forward his application to the local District Secondary School Inspector appointed by the Department of Education, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto.

4. General Information

Applications for these courses must be received by the officials mentioned by January 12, 1966, and they in turn must forward them to the Department by January 21, 1966.

Since this is the first offering of this Elementary Principals' Course, a period of grace may be allowed until (i) the quotas have been filled or (ii) February 28, 1966.

Each candidate shall also obtain an official Departmental Summer Course Application Form, when these are available in early April, and file this completed form with the Deputy Minister of Education.

The fee for either course will be $50.00 per session. Veterans of Her Majesty's Forces, upon proof of active service, are not required to pay this fee.

Will you please bring this memorandum to the immediate attention of members of your staff who may be interested.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

TORONTO 12, December 3, 1965.

1965-66:32
6500

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FEB 23 1966

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: COURSE OUTLINES FOR THE GRADE 12
TECHNICAL (SHOP) SUBJECTS

As announced in Circular 1965-66:10, uniform Departmental Examinations in the Technical (Shop) Subjects will be written in June, 1966, by Grade 12 students of the Four-Year Technical Course.

It has now been decided that 2½ hours will be allowed for the writing of each of these examinations. The date will be announced later. To arrive at the final mark of each candidate for the year, the same general principles will be applied as in 1965. (Reference Memorandum 1964-65:79)

Course outlines, which will serve as guides in preparing for these uniform examinations and which will indicate the expected depth of treatment of the topics, will be printed and distributed to the schools.

Each secondary school will receive one copy of the outline for each subject to be tested by a Departmental Examination. Principals are asked to hand the outlines to the Technical Director for the information of the teacher concerned. Where a school does not offer the Technical Course, the outlines may be distributed to interested teachers or held for future reference.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

December 1, 1965.

1965-66:33
7000

EXAM. 4

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS
DEPARTMENTAL OFFICIALS

RE: GRADE 13 DEPARTMENTAL EXAMINATION IN ART, 1966

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1. General Information

In 1966 the final Departmental standing for candidates in Grade 13 Art who have been in regular attendance at a secondary school or an inspected private school will be calculated as follows:

(a) 35% of the final standing will be based on the mark which, in the opinion of the principal and teacher, represents the candidate's proficiency in all phases of the course (i.e. history and theory of art and practical work) as reflected in his year's work; and

(b) 65% of the final standing will be based on,

(i) a portfolio to be submitted to the Department before the June Departmental examination is written, to which will be allotted approximately 30% of the total of the June examination.

(ii) the Departmental examination to be written in June.

2. Private-Study Candidates

Private-study candidates will be permitted to take the examination and will have their final Departmental standing based on the portfolio and the Departmental examination written in June. The mark will be based on a total of 100 marks.

Private-study candidates are advised to make application, on or before April 1, 1966, to the Principal of the school where they intend to write the June examination, in order that a supply of question papers may be available at that school.

3. Written Work Only, on the June Departmental Examination

At the Departmental examination written in June, the candidate will be asked to answer questions on,

(a) the history and theory of art; and

(b) reproductions of art which will be provided.

There will be no question requiring a formal drawing or painting on the written examination in June.

√ 4. Requirements for Portfolios

(a) The portfolio is to contain,

(i) six pieces of work selected from Section 1, units one to six, with not more than two pieces selected from any one unit, and

(ii) four pieces of work selected from Section 2, options one to eleven, with not more than one piece selected from any one option. A candidate may submit a photograph or photographs of his work in Options 2,3,4,6,7,8,9 of Section 2, provided that he submits, along with the photographs, his original sketch or sketches of the work which has been photographed.

√ (Reference: Curriculum S.13, Course of Study in Art, pp. 11-17)

(b) The size of each piece must not exceed 18 inches by 24 inches.

(c) Three-dimensional work will not be accepted.

(d) Framed material is not to be submitted.

(e) If the medium used is likely to smudge, a fixative must be applied to prevent smudging. If a work in oil is submitted, the medium must be completely dry before it is packaged.

(f) The work submitted should be clean and neat.

(g) No name or signature or identifying mark, either of the candidate or the school, is to appear on any of the pieces of work.

(h) Exactly ten pieces are to be submitted.

(i) Only pieces which meet the requirements listed in clauses (a) to (h) inclusive, will be valued.

5. Certification of the Candidate's Work

(a) Each candidate who has been in regular attendance at a secondary school or an inspected private school will be required to certify that he has produced, in regular school classes during the 1965-66 school year, without assistance from anyone, the ten pieces of work which he is submitting.

The signature of the candidate, the principal and the Art teacher will be required on a form of certification to be provided by the Department.

(b) A private-study candidate will be required to submit a legal affidavit certifying that he has produced, without assistance from anyone, during the 1965-66 school year, the ten pieces of work which he is submitting.

(c) The form of certification must be affixed to each portfolio.

6. Submission of Portfolios

(a) Each candidate is to submit his portfolio by June 3, 1966, to the principal of the school where he is writing the examination. The principal will send, in one shipment, by June 10, 1966, all the portfolios to Mr. M. Lake, Registrar's Division, Department of Education, 26 Breadalbane Street, Toronto, Ontario.

(b) Each package of ten pieces should be wrapped separately. Care should be taken to ensure that the work will not be damaged in shipment. The Department will assume no responsibility for any damage which may occur from the time the portfolio leaves the school until its return.

(c) The name of each candidate is to be printed clearly on each portfolio or package containing the ten pieces of work, but not on any of the pieces.

7. Return of Portfolios to Candidates

On or about February 1, 1967, the portfolios will be returned to the Principal of the school at which the candidate writes the June examination. Each candidate is asked to make arrangements with the Principal for the return of his portfolio.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, January 4, 1966.

1965-66:34
6000

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MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES.

The Minister of Education announces that a Committee of Selection will be established at each Provincial Teachers' College early in 1966. The principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, inspectors of elementary schools, and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the Secondary Schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the date of these visits will be made by the principals of the Teachers' Colleges and Secondary Schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each Secondary School principal is requested to inform the principal of the Teachers' College in his district on or before February 1, 1966, of the names of students in his school who are interested in entering Teachers' College in September, 1966, and who may have the necessary qualifications for admission at that time. Secondary Schools preparing students for admission to the Sudbury and the University of Ottawa Teachers' Colleges will be familiar with the courses at those institutions. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a Secondary School principal have no names to report, he should advise the Teachers' College principal of that fact by February 1.

The helpful co-operation of Secondary School principals in this work in past years has been much appreciated by the Committees of Selection.

H.E. Elborn
Assistant Deputy Minister.

December 10, 1965.

1965-66:35
7500

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

Re: SIGNIFICANT CHANGES IN CIRCULAR H.S.1, 1966-67
(All page references are based on Circular H.S.1, 1965-66)

Page 1-- Note 2: French-speaking pupils may study Français instead of French for English-speaking pupils in all grades of the Programs of each Branch. The time for the teaching of Français to French-speaking pupils may, where practicable in view of the requirements of other subjects, be increased to the point where the number of teaching periods allotted are approximately the same as for English.

Page 2-- Organization (a) All time allotments are shown in terms of a 45-period week since this organization is commonly used. A principal is free, however, to adopt any reasonable modification, such as a 40-period week, provided that the allotment of time is kept in proportion.

Page 5-- Admission requirements to Provincial Institutes of Technology, Ontario Vocational Centres and Institutes of Trades are updated.

Page 13-- Note 6: Students enrolled in the Five-Year Program of this Branch, who are successful in two of the subjects from Section B (Optional Subjects), may be recommended for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Business and Commerce Branch.

Page 17-- Note 5: Students enrolled in the Five-Year Program of this Branch, who are successful in two of the subjects from Section B (Optional Subjects), may be recommended for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Science, Technology and Trades Branch.

Page 18-- Note 5: Pupils of Industrial Chemistry will have covered much of the fundamental work in Chemistry during their Grade 11 year. Thus the work of the Grade 12 Science option (Chemistry) must be fully integrated with the Industrial Chemistry to avoid needless repetition. All topics in the Grade 12 Science option (Chemistry) must be covered fully. It is not acceptable to group Industrial Chemistry with other Grade 12 pupils for the Science option (Chemistry).

Page 18-- In Grade 11, the Industrial Chemistry pupil shall take the Science option (Physics, 6(5) periods, and Industrial Chemistry, 10(9) periods. In Grade 12 the Science option (Chemistry) and Industrial Chemistry shall be combined to give 11(10) periods of Chemistry. The remaining 5(4) periods of Technical subject time shall be assigned to Electronics or to additional Industrial Chemistry.

For Industrial Physics, the following allotment of time is recommended:

Grade 11-- Science Option (Physics)-- 6(5) periods and Industrial Physics 10(9) periods, of which 5 is devoted to Electricity-Electronics.

Grade 12-- Science Option (Chemistry)-- 6(5) periods and Industrial Physics 10(9) periods.

Page 19-- Change Algebra, Geometry, Trigonometry and Statics to Mathematics A, Mathematics B.

Note 2: Delete "the Ontario Scholarship and Ontario Scholar Diploma, Federal-Provincial Student Aid and Ontario Student-Aid Bursaries."

Page 29-- Grades 11 and 12-- English (including Correspondence) eight periods.

Page 30-- Note 3: In special circumstances other options not taken previously may be substituted for the ten periods of Shorthand-Transcription.

Page 35-- Add:

Major Technical Subjects:	Agriculture
Typical Related Technical Subjects:	Building Trades, Auto Mechanics, Sheet Metal and Welding, Electricity.

Page 40-- Co-operative Courses for Nursing Assistants, Dietary Supervisors and Dental Assistants.

Page 42-- Change "auxiliary classes" to "special education classes."

Page 46-- Note 7: In order to devote more time to preparation for the subjects which lead to Grade 13, such pupils may be permitted to offer the Secondary School Graduation Diploma of a Four-Year Program in lieu of a fourth option.

Page 48-- Business and Commerce, Four-Year Program,
Add: Data Processing.

Page 49-- Commercial - Special Add: Special-Data Processing.

Science, Technology and Trades, Four-Year Program, Add: Dietary Supervisors, Home Economics.

Page 52-- Note 1 (iv): "attends regularly the summer school classes; and....."

Page 52-- Secondary School Honour Graduation Diploma will be granted to a candidate: (in 1967)

(a) "Who has obtained Ontario Grade 13 standing in English or in Français and at least five other credits other than Physical Education, chosen from the optional papers, (If Français is presented in place of English, the candidate may include standing in English towards the Diploma.)

Page 53-- Note 1: History, Physics, Chemistry, Biology, Accountancy Practice or Secretarial Practice, Mathematics of Investment, Music, Geography and Art will each count as one credit; the languages will each count as two credits, the combination of Mathematics A and Mathematics B will count as three credits. Standing obtained in both French and Français will not be counted for purposes of the Secondary School Honour Graduation Diploma.

Page 53-- Note 2: Standing in Mathematics A, Introduction to Analysis, or Mathematics B, Introduction to Algebra, alone will count for two credits. Not more than three credits in Mathematics may be counted towards the Secondary School Honour Graduation Diploma in 1967.

For students who, in June 1967, are completing Mathematics under the former requirements, Algebra, Geometry and Trigonometry and Statics will each count as one credit.

Page 57-- Note 3: Delete "Algebra, Geometry."

Page 58-- Note 12: Delete "a slide rule."

H. E. Elborn

H. E. Elborn,
Assistant Deputy Minister.

December 9, 1965

.965-66:36
6500

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re: University Refresher Courses in Chemistry

Early in the school year, the Chairmen of the Ontario University Chemistry Departments, in co-operation with the Ontario Department of Education, distributed a questionnaire regarding possible dates and locations for Refresher Courses in Chemistry.

Some of the universities have now made definite plans based on the information in the questionnaire. A summary of the proposed courses as of this date follows:

A. SATURDAY SERIES

(1) McMaster University

A series of approximately 12 Saturday sessions will begin on January 15, 1966. For information and application forms write to Mr. Neil R. Carson, Department of Extension, McMaster University, Hamilton, Ontario.

(2) University of Western Ontario

A winter series of approximately 12 Saturday sessions will begin on January 15, 1966 at 9.30 a.m. For information write to The Director of Extension, University of Western Ontario, London, Ontario.

(3) Brock University

A Saturday series of approximately ten morning sessions, beginning January 22, 1966, has been planned for the teachers of O.S.S.T.F. Districts 8 and 9. For information write to The Director, Department of Extension, Brock University, St. Catharines, Ontario.

(4) University of Toronto

One Saturday series is currently underway. A second series of approximately ten Saturdays (9 a.m. to 2 p.m.) will begin in the Lash Miller Building on January 22 and end on March 26, 1966. For application forms write to Mr. D. Ellis, Division of University Extension, University of Toronto, 84 Queen's Park Crescent, Toronto 5, Ontario.

(over)

B. SUMMER COURSES

Our present information is that six universities have plans for offering Refresher Chemistry Courses next summer.

(1) Lakehead College

Plans for a course were in the tentative stage on the date of this memorandum. For final plans write to The Director of Extension, Lakehead College, Port Arthur, Ontario.

(2) Queen's University

It is planned to offer a three-week course in early July. For application forms and details write to The Director of Extension, Queen's University, Kingston, Ontario.

(3) University of Windsor

A three or four week course will be offered in July. For final details write to The Director of Extension, University of Windsor, Windsor, Ontario.

(4) Carleton University

Tentative plans have been made to offer a three-week course in August. Write to The Director of Extension, Carleton University, Ottawa, Ontario, for details and application forms.

(5) Laurentian University

Plans are being made to offer a three-week course in early August. For information and final details write to The Director of Extension, Laurentian University of Sudbury.

(6) University of Waterloo

A three-week course will begin on August 8. For information and application forms write to The Director of Extension, University of Waterloo, Waterloo, Ontario.

The above list was compiled in December. Other universities may announce courses later. For information regarding any of the above-mentioned or other courses, teachers are advised to write to The Director of Extension of the university of their choice.

H. E. Elborn

H. E. Elborn,
Assistant Deputy Minister.

December 8, 1965.

1965-66:37
6500

Exam. 5

ONTARIO
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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secondary School Inspectors
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

Re Grade 13 Departmental Examination Time-Table, 1966

The time-table for the annual Grade 13 Departmental examinations of June, 1966, is set out on the back of this memorandum. At a later date copies of the time-table in its usual printed form will be mailed to all principals along with copies of the regulation governing the examinations (Exam. Instructions No. 5). It is expected that the application forms and time-tables for the candidates themselves will be mailed to the principals early in March.

H. E. Elborn
Assistant Deputy Minister.

TORONTO 12, December 20, 1965.

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FEB 23 1966

GRADE 13 TIME-TABLE

1966

Date	Hour of Examination	Grade 13
Monday 6th June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	English Secretarial Practice
Tuesday 7th June	a.m. 9.00 - 11.00 p.m. 1.30 - 3.30	Geometry Accountancy Practice
Wednesday 8th June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	Latin Mathematics of Investment
Thursday 9th June	a.m. 9.00 - 11.00	Algebra
Friday 10th June	a.m. 9.00 - 12.00 p.m. 1.30 - 3.30	French Geography
Monday 13th June	a.m. 9.00 - 11.00 p.m. 1.30 - 3.30	Physics Music
Tuesday 14th June	a.m. 9.00 - 11.00 p.m. 1.30 - 3.30	Trigonometry and Statics Biology -- Botany -- Zoology
Wednesday 15th June	a.m. 9.00 - 11.00 p.m. 1.30 - 4.30	History Greek
Thursday 16th June	a.m. 9.00 - 11.00 p.m. 1.30 - 3.30	Chemistry Art
Friday 17th June	a.m. 9.00 - 12.00	Problems
Monday 20th June	a.m. 9.00 - 12.00	Français
Tuesday 21st June	a.m. 9.00 - 12.00	German
Wednesday 22nd June	a.m. 9.00 - 12.00	Spanish
Thursday 23rd June	a.m. 9.00 - 12.00	Russian
Friday 24th June	a.m. 9.00 - 12.00	Italian

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE 1. Transfer of Students from the University of Guelph to an Ontario Teachers' College, September 1966.

27. 2. Correction in Memorandum 1965-66:27 regarding Basis for
ssing. Release of Grade 13 Students for the Spring Semester at
- 14th Nov. 66 the University of Guelph.

1. Transfer of Students from the University of Guelph to an Ontario Teachers' College, September 1966.

A Grade 13 student with first or second class honour standing who is accepted for the 1966 Spring Semester of the new trimester program at the University of Guelph, and who may in September 1966 wish to transfer to an Ontario Teachers' College, will be admitted to a Teachers' College provided that he attends the University of Guelph for one complete semester.

2. Correction in Memorandum 1965-66:27 regarding Basis for Release of Grade 13 Students for the Spring Semester at the University of Guelph.

Paragraph 1 of this memorandum should read:

"Grade 13 students with first or second class honour term standing who are accepted for enrolment in 1966 at the University of Guelph for the Spring Semester of the new trimester program to be introduced in that University in April, may be released from secondary school attendance on April 7, the last day of school before the Easter vacation, provided that the school principal makes a recommendation that the student concerned is likely to benefit from advanced enrolment in the University."

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

December 17, 1965.

1965-66:39 *44 Eglinton Avenue West / Toronto 12, Ontario.*
6500

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MAY 24 1966

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF BOARDS OF TRUSTEES
PRINCIPALS OF TEACHERS' COLLEGES
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: CITIZENSHIP AS A REQUIREMENT FOR TEACHING IN ONTARIO

1. Admission to the Teaching Profession in Ontario

An applicant for admission to an Ontario College of Education, or an Ontario Teachers' College, or an applicant for a Letter of Standing, must submit evidence that he is a British subject with "landed immigrant" status or a Canadian citizen or has filed a Declaration of Intention to become a Canadian citizen.

Effective January 1, 1966, an applicant for admission to the teaching profession in Ontario who is not a British subject with "landed immigrant" status or a Canadian citizen must register the Declaration of Intention to become a Canadian citizen at a Court of Canadian Citizenship. The Declaration of Intention form may be obtained from a local Court of Canadian Citizenship or by writing to Court of Canadian Citizenship, 55 St. Clair Avenue East, Toronto, Ontario. For the registration fee, which is $2.00, the Court will issue an official receipt which will be accepted as evidence that the applicant has filed the required Declaration.

2. Letters of Permission (Effective September 1, 1965)

Where a school board applies to the Department of Education for a Letter of Permission to employ a person who does not hold a certificate valid in Ontario, such person is not required to submit evidence that he is a British subject or a Canadian citizen nor is he required to file a Declaration of Intention to become a Canadian citizen. He should, however, submit to the board evidence that he has obtained "landed immigrant" status.

H.E. Elborn

H.E. Elborn,
Assistant Deputy Minister.

January 20, 1966

Miss Wigmore

44 Eglinton Avenue West / Toronto 12

1965-66:40
12,000

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. Centennial School Project, Centennial Tree and Shrub Planting Program
2. Form Bldg. 7 (Revised)
3. Form Bldg. 4 (Revised)

1. Centennial School Project, Centennial Tree and Shrub Planting Program

Reforestation is one of the many projects proposed by the Centennial Commission of the Federal Government to celebrate Canada's 100th birthday. It has been suggested that some classes in the elementary or secondary schools may wish to plant trees, preferably coniferous, on Crown, Conservation Authority, or other suitable land where such land is available within reasonable distance from the school.

The Ontario Department of Lands and Forests is ready to assist any school with such a project, and will help the school to locate a suitable lot, will provide the trees, and will supervise the planting.

In order that certain long-term plans may be made, principals of secondary schools wishing to participate and elementary school inspectors or superintendents having schools under their jurisdiction, wishing to participate, are asked to make a preliminary application before February 1, 1966, to:

The District Forester,
Department of Lands and Forests.

and send a copy of the application to:

Administrator,
Centennial School Projects,
Department of Education,
44 Eglinton Avenue, West,
Toronto 12, Ontario.

Schools planning to participate each year in this program should re-apply annually.

Your prompt attention will be appreciated.

2. Form Bldg. 7 (Revised)

Recently revised copies of Form Bldg. 7 concerning the abandonment of accommodation when building proposals are submitted were forwarded to each inspector of elementary schools. Additional copies may be obtained on the usual requisition form. Old copies should be destroyed.

(Over)

3. Form Bldg. 4 (Revised)

Recently revised copies of Form Bldg. 4 (Building Proposal, Elementary School) were forwarded to each inspector of elementary schools. It should be noted that enrolment estimates are now based on a four-year projection. The other changes are minor. Additional copies may be obtained on the usual requisition form. Old copies should be destroyed.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

December 28, 1965.

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6500

EXAM. 6

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
DEPARTMENTAL OFFICIALS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re The Grade 13 Departmental Examinations of June, 1966
1. The Use of Objective-type Questions
2. The Provision of Latin, History, and Geography question papers in English and in French
3. The Use of Slide-Rules

The Principal is asked to bring this Memorandum to the attention of (a) all teachers and students of Grade 13 day and evening classes, and (b) where possible, private-study candidates.

1. Objective-type questions will be used on the seven papers listed below.

Biology
Botany
Zoology
French

Geography
Physics
Trigonometry and Statics

Not more than 30% of the total marks will be allotted to objective-type questions on each paper concerned. As in past years there will be no deduction for incorrect answers in arriving at the mark for the objective-type part of a paper.

Limited use will be made of maps, diagrams, charts, and printed answer sheets for short-answer questions on some of the other papers.

2. The question papers in Latin, History, and Geography will be set in English and in French and may be answered in either English or French except where the candidates are asked on the Latin examination to translate into Latin.

3. The use of slide-rules on the Grade 13 mathematics and science examinations of 1966 is permitted. Slide-rules will not be provided by the presiding officers.

H. E. Elborn
Assistant Deputy Minister

TORONTO 12, December 23, 1965

1965-66:42
7000

Exam. 7

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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards
Departmental Officials

RE: The Grade 13 Departmental Examination in History, 1966

The Principal is asked to bring this Memorandum to the attention of all teachers and students of Grade 13 History.

1. General Information

In 1966 the final Departmental standing for candidates in Grade 13 History who have been (i) in regular attendance in day or evening classes of a secondary school or in an inspected private school, or (ii) enrolled in the Departmental Correspondence Courses will be calculated as follows:

(a) 35% of the final standing will be based on the Teacher's Mark which, in the opinion of (i) the principal and teacher, or (ii) the Administrator of the Departmental Correspondence Courses, represents the candidate's proficiency in History. The Teacher's Mark will be calculated on the basis of 100%.

(b) 65% of the final standing will be based on the single Departmental examination in History, written in June.

2. The June Departmental Examination

The 1966 Departmental examination in History will give to the candidate a choice of writing an essay on one of two questions which will be marked subjectively. The Section containing these questions will be the last Section (Section C) of the paper. The two questions will be selected from the following general areas:

(1) Canada since Confederation

(2) The United States in the Twentieth Century.

Teachers are urged to encourage their students to read beyond the three texts in one or both of these areas.

As in 1965, three questions will constitute a full paper.

3. The Teacher's Mark

(a) It is important that this mark be based on the teacher's evaluation of the student's work in all aspects of the subject. In arriving at this evaluation, the teacher should consider essays, reports, supplementary reading, contribution to panel discussions, projects, seminars, participation in classroom discussion, and proficiency on term tests and examinations. Within all of these areas, consideration should be given also to the student's ability to analyze historical events, his capacity to marshal relevant facts in order to support a position in answer to a question, his ability to comprehend historical themes and movements, and his ability to develop an historical argument and state a case.

(b) Essay topics might well encourage the presentation of opposing points of view and the drawing of conclusions. Teachers should judge the quality of the essays on student initiative in research activities as well as on content and comprehension. Two essays would be an optimum objective in view of the term work in all subjects. The teacher might also interview the student on the study in depth which he has done. The students' essay notebooks or a classroom file of essays should be readily accessible for perusal by all the students so that they might benefit from the research of others.

Apportionment of marks to the various aspects of study may vary from school to school in accordance with the availability of research materials. However, the following general indication of possible mark apportionment is suggested in order to provide a guide:

(1) Research and writing programmes (essays, reports, supplementary reading) 45%

(2) Contribution to class work (A most important factor here is the teacher's judgment concerning the student's articulation of ideas) 10%

(3) Proficiency on tests and examinations 45%

These suggestions are intended as a general guide to aid teachers in their estimation of a student's historical achievement. There will be variations in the criteria of judgment where individual situations warrant.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, January 5, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE BASIS FOR RELEASE OF GRADE 12 STUDENTS FOR THE SUMMER SEMESTER AT THE RYERSON POLYTECHNICAL INSTITUTE

The second summer semester offered by the Ryerson Polytechnical Institute will commence on May 2, 1966. To this semester, the following groups of students will be admitted:

Group 1 - 150 Engineering Technology students

Applicants who have obtained an average of at least 60 per cent in English, History, Mathematics, Physics and Chemistry in Grades 11 and 12 of any of the Five-year Programs will be considered by the Board of Admissions.

Group 2 - 150 Business Administration students

The same qualifications are required as for Group 1.

Group 3 - 150 Pre-Admission Semester students

Applicants who have satisfactorily completed a Four-year Program, including Mathematics and Science, will be considered by the Board of Admissions for a special summer semester. On completion of this special semester, successful students will be admitted to a regular first semester in September or to a later semester.

An amendment to school legislation will be introduced at the next session of the Legislature to provide for the Department of Education to pay the attendance grant to the school board concerned for the balance of the school year for each student enrolled under this program at the Ryerson Polytechnical Institute.

Students who are enrolled in the summer semester under this plan will not receive an Ontario Secondary School Graduation Diploma but they will be given a copy of a certificate of standing and recommendation as supplied by the recommending school principal. The Institute will also provide the student, at the time of registration, with a certificate indicating that he has been accepted for enrolment at the Ryerson Polytechnical Institute.

Students who enrol under this plan will be eligible to apply for the usual forms of student aid accorded to regular students of the Institute.

(Over)

A suggested wording of the secondary school's certificate of standing and recommendation for summer semester enrolment is given on the attached sheet. Principals will issue such a statement on school stationery, the original to be forwarded to the Institute and a copy for the individual student.

Further details of Ryerson's summer semester plan may be obtained from the Registrar, Ryerson Polytechnical Institute, Toronto.

Students eligible for enrolment in these three groups may be released from secondary school on April 7, 1966.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

January 24, 1966.

CERTIFICATE OF STANDING
AND
RECOMMENDATION FOR SUMMER SEMESTER ENROLMENT
AT THE
RYERSON POLYTECHNICAL INSTITUTE

This is to certify that ....
(name of student, surname preceding)

attended Grade 12 at ....
(name of school)

and that he was enrolled in a four-year program of studies ☐ or a five-year program of studies ☐ until April 7, 1966.

This student is recommended for summer semester enrolment at the Ryerson Polytechnical Institute on the basis of a term standing of .... % and the recommendation of the Principal that he/she would benefit from instruction in Engineering Technology ☐

Business Administration ☐

Pre-Admission Semester ☐

Term standing by subjects

Subjects	Final standing Grade 11	Easter standing Grade 12
English	....	....
History	....	....
Mathematics	....	....
Physics	....	....
Chemistry	....	....
....	....	....
....	....	....
....	....	....

.... Date

.... Principal

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
INSPECTORS OF SCHOOLS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE:
1. Number of Options Required at Ontario Colleges of Education.
2. Extension of Jurisdiction of Ontario Basic Teaching Certificates (Elementary and Secondary).
3. Letters of Standing (Secondary).
4. Letters of Permission.

1. Number of options required at Ontario Colleges of Education in the course leading to the Interim High School Assistant's Certificate, Type B.

At one time, many teachers in Ontario secondary schools were required to teach three or more subjects. With increased enrolments and the development of larger secondary schools, few teachers now instruct in more than two subjects. Accordingly, a decision has been reached to require student-teachers in College of Education courses to take special preparation for teaching in two subjects instead of three. This reduction will permit more intensive preparation in the curriculum, principles, and procedures of teaching the subjects selected from Grades 9 to 13 and also some preparation for teaching Grades 7 and 8 in certain fields.

Details of the new policy which has been approved and which will come into effect on July 1, 1966, are as follows:

(a) Students at Ontario Colleges of Education will be required to select two options, provided that at least one option is selected from English, French, Francais, Geography, Greek, History, Latin, Mathematics, Science, Agriculture, Biology, Chemistry, Physics.

(b) The second option may be one of those already named in (a) above or one option selected from Art, Commercial, Economics, Elementary School, Geology, Guidance, Home Economics, Industrial Arts, German, Italian, Russian, Spanish, Music (Instrumental or Vocal), Physical and Health Education, Political Science, Psychology and Sociology, School Librarianship, Theatre Arts.

(c) Notwithstanding (a) and (b) both options may be taken in Commercial.

(d) With permission of the Dean or Council of the College a student may take a third option from those already named, or a graduate or undergraduate course related to one of his other two options in another division of the university provided that suitable arrangements can be made with the university department concerne

2. Extension of jurisdiction of Ontario basic teaching certificates (Elementary and Secondary)

(a) The holder of a Permanent Elementary-School Teacher's Certificat Standard 4, may, upon accepting a contract from a board to teach in the grades of a secondary school, be granted an Interim High School Assistant's Certificate, Type B.

(b) The holder of a Permanent High School Assistant's Certificate may, upon accepting a contract from a board to teach in the grades of an elementary school, be granted an Interim Elementary-School Teacher's Certificate, Standard 4.

(c) It is expected that most of such transfers will take place in the general range of Grades 7 to 10. Persons transferring beyond this range will be counselled regarding summer courses which may be helpful to them in adjusting to their new duties.

3. Letters of Standing (Secondary)(Effective Immediately)

A Letter of Standing will be granted to a university graduate from any part of the world, who can meet the following conditions:

(a) that his university transcripts indicate that the holder has met the academic requirements applicable to Ontario graduates;

(b) that his professional training fulfils the requirements made in Ontario;

(c) that a candidate from outside of Canada may be required to meet the Special Committee in the Department of Education;

(d) that he is either a Canadian citizen or a British subject with landed immigrant status, or is able to produce evidence that he has filed with a Canadian Court of Citizenship a Declaration of Intention to become a Canadian citizen.

4. Letters of Permission (Effective Immediately)

Where a school board applies to the Department of Education for a

Letter of Permission to employ a person who does not hold a certificate valid in Ontario, such person is not required to submit evidence that he is a British subject or a Canadian citizen nor is he required to file a Declaration of Intention to become a Canadian citizen. He should, however, submit to the board evidence that he has obtained "landed immigrant" status.

NOTE:

Circular 43, to be issued later in January, will contain the information provided in former years by Memorandum No. 43 concerning the employment of secondary school teachers and summer courses at the Colleges of Education.

H. E. Elborn

H.E. Elborn,
Assistant Deputy Minister of Education.

January 21, 1966.

44 Eglinton Avenue West,
Toronto 12, Ontario.

1966-67:27
14,000

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: Routes to Certification in Guidance

This memorandum supersedes Departmental Memorandum 1965-66:47.

ROUTES TO SCHOOL GUIDANCE CERTIFICATION

To the Elementary Guidance Certificate

	1 Via Department of Education Courses	2 Via College of Education Option in Guidance	3 Via Graduate Units
Admission Requirements:	A basic teaching certificate or Letter of Standing valid in the secondary schools of Ontario or an Interim Elementary School Teaching Certificate, Standard 4 and at least one year of successful teaching experience in Ontario subsequent to qualifying for the required teaching certificate; or a Permanent Elementary School Teaching Certificate, Standard 1, valid in the elementary schools of Ontario.	Regular admission to an Ontario College of Education, and a suitable background of academic courses or related experience.	Not applicable.
Courses:	One Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister).	An option in Guidance as part of a regular Ontario College of Education course, with the understanding that the Elementary Certificate in Guidance will be granted only after two years of successful teaching, the second year of which must have included successful Guidance experience, as attested to by the inspector concerned. It is suggested that any Guidance duties assigned during the first year of teaching be under the supervision of a qualified Guidance worker.	

To the Intermediate Guidance Certificate

Admission Requirements:	The Elementary Guidance Certificate and one year of successful teaching experience in an Ontario elementary or secondary school, preferably including some duties in Guidance under the supervision of a Guidance Specialist, subsequent to completion of the course leading to the Elementary Guidance Certificate.	An Elementary Guidance Certificate obtained via an Ontario College of Education option in Guidance.	Basic teaching certificate or Letter of Standing valid in Ontario. Acceptable undergraduate work, usually "B" standing or better. At least one year of successful teaching experience in Ontario.
Courses:	A second Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister).	A second Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister) or Four graduate units as follows: Group Work in Guidance Tests and Measurement for Guidance Personnel Theories of Counselling Counselling Techniques and Practicum (recommended that units on Counselling be taken concurrently)	Six graduate units as follows: a Introduction to Guidance b Child and Adolescent Psychology c Group Work in Guidance d Tests and Measurement for Guidance Personnel e Theories of Counselling f Counselling Techniques and Practicum (recommended that units on Counselling be taken concurrently) See Note 1.
	OR Transfer to "Graduate Units" Route, see column 3 →		The Ontario teacher who holds an Elementary Certificate in Guidance obtained by way of the Department of Education courses or the College of Education option as now organized would be expected to take the following graduate units: Child and Adolescent Development, Theories of Counselling, Counselling Techniques and Practicum, and one of Group Work in Guidance or Tests and Measurement, to complete the requirements for the Intermediate Certificate.

To the Specialist Guidance Certificate

	1	2	3
Admission Requirements	The Intermediate Guidance Certificate and evidence of one year of teaching in an Ontario elementary or secondary school, including a minimum of 180 hours of Guidance practice at least part of which has been Counselling, subsequent to completion of the course leading to the Intermediate Certificate. In the secondary schools, or senior elementary schools on a rotary system, this time must be regularly scheduled on the teacher's timetable; in other elementary schools the 180-hours' practice may include activities such as test administration, group work, counselling, work on the Ontario School Records, consultation with teachers and parents.		Prerequisites: See calendar of Graduate School concerned.
Courses:	A third Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister).	As indicated in column 3.	Two additional graduate units selected from a wide range including those listed below. The student's selection must be approved by the Director of the Graduate School concerned. **Organization and Administration of Guidance Quantitative Procedures in Educational Research Basic Statistics and Research Design Individual Intellectual Assessment Behaviour Disorders in Relation to Education Advanced Educational Psychology Research Seminar in Counselling Advanced Work in Guidance **It should be noted that this subject is required by persons appointed as Heads of Guidance in Ontario schools. Students should consult the calendar of the Graduate School concerned for information about prerequisites for certain units.
Other Requirements:	*(A) One of the following: 1. completion of an original study in Guidance in specified form acceptable to the Minister: or 2. at least two years of approved work experience in business or industry, obtained not earlier than four years prior to beginning the Elementary Guidance Certificate course; or 3. a fourth Departmental summer course consisting of seminars and organized work visitations to industries and community agencies, and (B) Subsequent to the completion of the "Other Requirements" in (A), successful experience in Guidance as certified by a Guidance inspector. This route does not lead to a Master of Education degree. *All candidates for Specialist certification who completed courses prior to 1966 must complete the field study. Henceforth all requirements for Specialist certification must be met within a three-year period following completion of the Specialist summer course, or credit for the Specialist course is forfeited. Persons who completed the Specialist Course in 1965 or earlier may have until June, 1969 to complete the study without forfeit of credit.		A permanent teaching certificate and successful experience in Guidance in an elementary or secondary school. See Notes 2 and 4.

NOTES:

1. Recommended sequence of required units:

   a, or a and b, b, c, d, e and f.

2. This route leads to the Specialist Certificate in Guidance as well as to the Master of Education degree.
3. The special arrangement whereby ex-service personnel who held teaching certificates prior to enlistment were permitted to do extramural work in lieu of attendance at one Guidance course is discontinued immediately.
4. The units named will be offered by the Ontario Institute for Studies in Education, 102 Bloor Street West, in Toronto.

October 15, 1966

G.L. Duffin
Assistant Deputy Minister of Education

his Memorandum is superceded by
1966-67: 27

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Toronto 12, Ontario.

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: Routes to Certification in Guidance

You are requested to note the changes in the methods of acquiring certification in Guidance as hereunder outlined. These changes will become effective January 1, 1966.

ROUTES TO SCHOOL GUIDANCE CERTIFICATION

To the Elementary Guidance Certificate:

	1 Via Department of Education Courses	2 Via O.C.E. Supplementary Option	3 Via Graduate Units
Admission Requirements:	A basic teaching certificate or Letter of Standing valid in the secondary schools of Ontario and at least one year of successful teaching experience subsequent to qualifying for the required teaching certificate; or a permanent EST 1 valid in the elementary schools of Ontario.	Regular admission to an Ontario College of Education, and a suitable background of academic courses and related experience.	Not applicable.
Courses:	One Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister).	A Supplementary option in Guidance as part of the regular O.C.E. course, and thereafter one year of successful teaching experience which has included some duties in Guidance.	

To the Intermediate Guidance Certificate:

	1	2	3
Admission Requirements:	The Elementary Guidance Certificate and one year of successful teaching experience in an Ontario elementary or secondary school, preferably including some duties in Guidance under the supervision of a Guidance Specialist, subsequent to completion of the course leading to the Elementary Guidance Certificate.	The Elementary Guidance Certificate obtained via the O.C.E. option.	Basic teaching certificate or Letter of Standing valid in Ontario. Acceptable undergraduate work, usually "B" standing or better. At least one year of successful teaching experience in Ontario.
Courses:	A second Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister). OR Transfer to "Graduate Units" Route, see column 3 →	A second Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister) or Four graduate units as follows: Group Work in Guidance Tests and Measurement Theories of Counselling Counselling Techniques and Practicum (recommended that units on Counselling be taken concurrently)	Six graduate units as follows: a Introduction to Guidance b Child and Adolescent Development c Group Work in Guidance d Tests and Measurement e Theories of Counselling f Counselling Techniques and Practicum (recommended that units on Counselling be taken concurrently) See Note 1. The Ontario teacher who holds an Elementary Certificate in Guidance obtained by way of the Department of Education courses as now organized would be expected to take the following graduate units: Child and Adolescent Development, Theories of Counselling, Counselling Techniques and Practicum, and one of Group Work in Guidance or Tests and Measurement, to complete the requirements for the Intermediate Certificate.

To the Specialist Guidance Certificate:

	1	2	3
Admission Requirements:	The Intermediate Guidance Certificate and evidence of one year of successful teaching in an Ontario elementary or secondary school, with some duties in Guidance including Counselling, subsequent to completion of the course leading to the Intermediate Guidance Certificate.		Prerequisites: See calendar of Graduate School concerned.
Courses:	A third Department of Education summer course in Guidance (or equivalent course in Guidance approved by the Minister).	As indicated in column 3	Two additional graduate units selected from a wide range including those listed below. The student's selection must be approved by the Director of the Graduate School concerned. **Organization and Administration of Guidance Elementary Statistics Individual Psychological Testing Behaviour Disorders in Children and Youth Advanced Educational Psychology Research Seminar in Counselling Advanced Work in Guidance **It should be noted that this subject is required by persons appointed as Heads of Guidance in Ontario schools. Students should consult the calendar of the Graduate School concerned for information about prerequisities for certain units.
Other Requirements:	(A)* One of the following: 1. completion of an original study in guidance in specified form acceptable to the Minister; or 2. at least two years of approved work experience in business or industry, obtained not earlier than four years prior to beginning the Elementary Guidance Certificate course; or 3. if there is sufficient demand, a fourth Departmental summer course consisting of seminars and organized work visitations to industries and community agencies, and (B) Subsequent to the completion of the "Other Requirements" in (A), successful experience in guidance as certified by a guidance inspector. This route does not lead to a Master of Education degree.		A permanent teaching certificate and successful experience in Guidance in an elementary or secondary school. See Notes 2 and 4 NOTES: 1. Recommended sequence of required units: a, or a and b, b, c, d, e and f. 2. This route leads to the Specialist Certificate in Guidance as well as to the Master of Education degree. 3. The special arrangement whereby ex-service personnel who held teaching certificates prior to enlistment were permitted to do extra-mural work in lieu of attendance at one Guidance course is discontinued immediately. 4. The units named will be offered by the Ontario Institute for Studies in Education, 371 Bloor Street West, in Toronto.

*All candidates for Specialist certification who completed courses prior to 1966 must complete the field study requirement not later than June, 1969, or forfeit the credit toward certification obtained on the Specialist course. Exception: a limited number of candidates who took the Specialist course in the summer of 1965 may in 1966 be permitted to be part of a pilot group in the "fourth Departmental course" referred to in (A) 3 above.

Henceforth all requirements for Specialist certification must be met within a three-year period following completion of the Specialist summer course, or credit for the Specialist course is forfeited.

January 1, 1966

H.E. Elborn

H.E. Elborn,
Assistant Deputy Minister

44 Eglinton Avenue West / Toronto 12, Ontario.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE
1. Four-option diplomas in the Five-Year Program
2. Grade 12 marks, Five-Year Program, Business and Commerce Branch
3. Recommendations for Timetabling in Grade 13
4. Recommendations for Counselling in Grades 11 and 12
5. Student Awards
6. The use of the Teacher's Identification (Superannuation) Number in correspondence

1. Four-option diplomas in the Five-Year Program

Circular H.S. 1, Requirements for Diplomas, 1966-67, is now being issued to secondary schools. On page 19, note 4, and page 23, note 5, the principal is permitted to recommend for a four-option Secondary School Graduation Diploma, in the Five-Year Program of the Business and Commerce Branch and of the Science, Technology and Trades Branch, a student who is successful in two of the optional subjects of Section B. This is effective, according to the Circular, for diplomas issued in 1967.

In the same branches and programs, the principal may also extend this privilege to a student eligible in 1966 for the Secondary School Graduation Diploma.

Any student reducing his options in this manner in Grade 12 must be warned that he may not be able to qualify for university admission. It will be obligatory in all cases for students to complete successfully to the end of Grade 11 the three options required in Section B.

2. Grade 12 marks, Five-Year Program, Business and Commerce Branch

Principals are requested to advise teachers of Secretarial Practice I in Grade 12 of the Five-Year Business and Commerce Program that marks will be required for diploma purposes in Stenography and in Office Practice.

3. Recommendations for Timetabling in Grade 13

With the reduction in the number of credits required for the Secondary School Honour Graduation Diploma and for admission to some courses at the universities, principals inevitably will be considering how additional time in Grade 13 should be used.

(Over)

Although many students have undertaken more than the basic requirements for diploma purposes, the normal program for Grade 13 is now a minimum of seven credits.

Where a class timetable is organized on the basis of seven credits the principal should not increase the number of classroom periods per subject to fill the students' timetable but should allocate additional time for independent study, seminar discussion, topics of special interest, or other forms of enrichment.

4. Recommendations for Counselling in Grades 11 and 12

In view of the publicity concerning changes in admission requirements to post-secondary institutions, students will probably require some additional counselling. A student in Grade 11 or 12 should be reminded that before making a change in his courses which would prevent him from obtaining a Secondary School Graduation Diploma (as outlined in Circular H.S. 1), he should seriously consider the implications of such change as it might affect his future requirements for entry to a post-secondary institution or employment. Few of the pupils now enrolled in Grade 11 can be certain of the particular post-secondary institution which they will be attending or of the specific type of employment that they may enter in two years' time.

5. Student Awards

Effective April 1, 1966, the Federal-Provincial Student-Aid Bursary Program (Type A Bursaries) and the Ontario Scholarship Program which have been administered by the Department of Education, in the past, will be transferred to the Department of University Affairs. The latter Department already administers a number of programs for students in post-secondary institutions and it was felt that it would be desirable to co-ordinate all programs under one jurisdiction.

Correspondence and enquiries about student-award programs for the academic session 1966-67 should be referred to:

Mr. F. C. Passy,
Student Awards Officer,
Department of University Affairs,
Suite 700, 481 University Avenue,
Toronto 2, Ontario.

Correspondence and enquiries relating to awards for the current academic session should continue to be sent to the Department of Education.

Full information about the Programs for the next school year will be sent to all secondary school principals in the near future.

6. The use of the Teacher's Identification (Superannuation) Number in correspondence

In correspondence with the Department where qualifications, certification, or promotion of a teacher is involved, it is most desirable that the Identification (Superannuation) number be used, whether the correspondent is the principal or the teacher himself. This can be accomplished best by inserting the name and number (Re: Mr. John Bell, No. 12345) in the upper right-hand corner of the sheet, above the address. A glance at the alphabetical files of the surnames most frequently used in Ontario provides convincing evidence of the need to use the identification number in addition to the name.

Much confusion can be avoided also if married women teachers will give both names, e.g., Black, Mrs. Mary Jane (née Brown); and members of orders will add lay names, e.g., Sister St. Basil (Mary Doyle), Brother Richard (James Coogan).

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

January 25, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE INSPECTED SCHOOLS
TEACHERS' COLLEGE PRINCIPALS

RE: INTERNSHIP PLAN FOR THE TRAINING OF ELEMENTARY-SCHOOL TEACHERS.

As recommended by a Committee on the Training of Elementary-school Teachers, the Minister of Education announces a plan to be known as the "Internship Plan" for the training as elementary-school teachers of well-qualified persons of mature years. Details of the plan are outlined below.

1. Selection of Candidates

(a) A board of trustees whose elementary-school enrolment as of September 30, 1965, totalled 3000 pupils or more may train a number of internship candidates calculated by dividing the elementary-school enrolment as of September 30, 1965, by 3000 - allowing one additional internee for any fraction in the number so obtained. (This approximates 1% of the elementary-school teachers employed by the board.)

(b) Candidates must submit evidence of:

(i) Canadian citizenship or British Subject with landed immigrant status or evidence from a Canadian Citizenship Court that he has filed a Declaration of Intention to become a Canadian Citizen;

(ii) Good moral character;

(iii) An acceptable university degree plus one year of postgraduate study such as: Bachelor of Library Science; graduation from the Institute of Child Study at Toronto University; etc.; (or A.R.C.T.);

OR

An acceptable university degree and a minimum age of 25 years as of June 1, 1966.

2. Approval of Candidates

(a) Before March 1, 1966, a board of trustees wishing to train teachers under the Internship Plan should so indicate in writing to the Director, Teacher Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario. The letter should state the number of teachers the board expects to train under the plan. Following approval of the board's request, application forms will be sent to the board.

(b) Before April 1, 1966, a completed application form for each candidate approved by the board or its director or superintenden must be sent to the Teacher Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario. The Director of Teacher Education will advise the board and the Principal of the district Teachers' College of the acceptability of each candidate and the board will receive, on behalf of each candidate approved, a Letter of Permission valid from May 1, 1966 to June 30, 1967.

(c) The Registrar of the Department of Education will rule on the acceptability of any candidate.

3. Initial Orientation

(a) For at least 20 consecutive days during the months of May and June, 1966, the candidate will serve in classrooms of the elementary schools under the supervision of the inspector and school principal. It is suggested that at least one full week should be spent in each of the Primary, Junior, and Intermediate Divisions of the school. During this period, the candidate should participate in routine duties such as: assemblies, dismissals, hall or playroom supervision, yard duty, recording of attendance, etc. The candidate's responsibilities should be increased as he gains in experience and confidence.

(b) During the first two or three days, the candidate should observe the teacher at work. The classroom teacher should exemplify in his lessons the basic principles of teaching and should discuss these with the candidate. The candidate, with the help of the practice teacher, should plan and teach lessons, beginning with one or two per day, and each lesson should be evaluated by the practice teacher and discussed with the candidate. During subsequent weeks the amount of teaching should be increased.

(c) At the end of each day, the practice teacher should discuss with the candidate the lessons observed or taught.

(d) The Department of Education will pay the cost of practice teaching up to 20 days or 4 weeks as follows:

  (i) \$2.00 per day to each practice teacher supervising a candidate in the internship course;

  (ii) \$2.50 per candidate per week to the Principal of the elementary school in which internship practice teaching takes place;

  (iii) \$5.00 per candidate per week, to the board, for each classroom used for internship practice teaching purposes under this plan.

(e) An account listing the teachers and principals to be paid with the amounts owing each and stating the amount due to the board for classroom use should be sent to the Principal of the district Teachers' College at the end of June. Payment to the board of trustees will be made through the Teachers' College in the same manner as for regular practice teaching during the Teachers' College year.

4. First Summer Course

(a) Provided his teaching experience in May and June is satisfactory to the director, superintendent, or school inspector and school principal, the candidate will attend a six-week summer course from July 4, 1966 to August 12, 1966. This course will be given at the Lakeshore Teachers' College, New Toronto. The cost of transportation, board, lodging, and books will be borne by each candidate. The cost of the course will be borne by the Department of Education.

(b) The course will consist of classes in:

Educational Psychology
School Management
General Methodology (Social Studies, Science,
  Mathematics) Part I or Part II
English Part I or Part II

Term tests in each subject will be given to each candidate. Candidates who achieve 66% standing in term tests may be exempted from final examinations. Final examinations in each subject will be given at the close of the summer course.

(c) The results for each candidate will be sent to the board of trustees and the Principal of the district Teachers' College. Candidates who fail to obtain standing will be required to withdraw from the Internship Plan.

5. School Year, September, 1966 to June, 1967

Part A - Further orientation, September through December

(a) During the fall term, the candidate should work with several classroom teachers, under the supervision of a school principal. During this time he should spend at least two consecutive weeks in a classroom of each Division of the elementary school. During the first of each two-week period, his duties will be similar to those noted under Section 3 (above) but during the second week he should be expected to teach for approximately 50% of his time. Discussion of observations and practice lessons, seminar discussions with officials of the board or with supervisory teachers, and, where desirable, seminar discussions with the staff of the district Teachers' College should form a major part of his training during this period.

(b) For the remainder of the fall term, the candidate should be assigned to classrooms at the discretion of the school principal on the advice of the inspector. During this time, the grade area for which he seems particularly suited should be established and some experience should be given in subjects of the elementary school such as art, music, physical and health education, etc., where he shows aptitude or interest.

(c) At least once during the fall term, the candidate should be visited by a member of the staff of the district Teachers' College. The Teachers' College Master will discuss the candidate's progress with the elementary-school principal, observe the candidate at work, counsel him on the work observed, and report on his visit in writing to the Principal of the Teachers' College and to the board of trustees concerned.

(d) At the close of the fall term, the principal of the school should discuss the work of the candidate with him in detail with particular attention to the improvement of teaching and professional conduct.

Part B - Regular Teaching, January through June

(a) During the winter and spring terms the candidate may be given regular teaching assignments or supply-teacher work in any school under the board's jurisdiction. During this time his work should be evaluated by the principal and inspector and, through arrangement with the Principal, by a member of the staff of the district Teachers' College. As during the September to December period the staff member should report in writing to the Principal of the College on the teaching ability of the candidate.

(b) By May 1, 1967, a meeting should be arranged between the inspectors involved with internship candidate training and the Principal of the district Teachers' College. The work of the candidate should receive attention and assessment made of his suitability to attend the second summer course.

Second Summer Course (1967)

(a) By May 15, 1967, the director, superintendent, or inspector concerned should report to the Director of Teacher Education, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, listing the names of internship candidates whose records indicate suitability for the second summer course. The cost of transportation, board, lodging, and books will be borne by each candidate. The cost of the course will be borne by the Department of Education.

(b) The course will consist of classes in:

- History and Philosophy of Education
- English Part I or Part II (whichever was not taken the first summer)
- General Methodology (Social Studies, Science, Mathematics) Part I or Part II (whichever was not taken the first summer)
- Methods in Special Subjects (Art, Music, Physical and Health Education)

Term tests in each subject will be given to each candidate. Candidates who achieve 66% standing in term tests may be exempted from final examinations. Final examinations in each subject will be given at the close of the summer course.

(c) Successful candidates will be given an Interim Elementary School Teacher's Certificate.

(d) Unsuccessful candidates will be required to withdraw from the Internship Plan.

H.E. Elborn

H.E. Elborn,
Assistant Deputy Minister of Education.

onto 12, February 4, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. June Examinations, 1966, in Grades 9 - 12
2. Early release of Occupational Class pupils in final year
3. Marking of Attendance for June, 1966

1. June Examinations, 1966, in Grades 9 - 12

All pupils in Five-Year Programs or in Continuing Programs in Grade 12 will be required to write final examinations in the subjects of Grade 12, and all pupils in the Five-Year Programs or in the Continuing Programs in Grade 11 will be required to write final examinations in each subject of Grade 11 which is used to obtain part of a mark submitted on Form 360A for purposes of the Secondary School Graduation Diploma (i.e., history, geography, science). Mathematics will not be considered as a diploma subject of Grade 11. Because the new Grade 12 course in mathematics is a continuation of the Grade 11 course, mathematics is now a two-year option (similar to French or Latin) requiring the reporting of Grade 12 standing only.

As indicated in Memoranda 1965-66:10, 32, and 46, each pupil who has been in regular attendance in the day classes in Grade 12 of the Four-Year Science, Technology and Trades Program or of the Technical Course will be required to write a Departmental Examination (subject to the note below) in one of the following technical subjects:

Applied Electricity
Applied Electronics
Applied Electricity and Applied Electronics
Auto Mechanics
Drafting (Architectural and Building Construction)
Drafting (Mechanical)
Graphic Arts
Machine Shop Practice
Sheet Metal Practice
Welding
Woodworking (Candidates to select applicable parts from
  Building Construction
  Cabinet Making and Millwork
  Pattern & Casting Processes)

Note: For a technical subject not listed, a final examination should be prepared by the teacher concerned. The school will arrive at the final mark in this subject in the usual manner after consideration of both the examination mark and the value of the pupil's term work. The mark obtained by a pupil in an unlisted subject need not be reported to the Department.

As announced earlier the dates of Grade 12 Departmental Examinations for 1966 are:

Tuesday	June 7	p.m.	1.30 - 4.00	Technical subjects
Wednesday	June 8	p.m.	1.30 - 3.30	Latin
Thursday	June 9	p.m.	1.30 - 3.30	Geography II

(Over)

The other examinations of Grades 9 - 12 set by teachers may be written on or after June 6. Principals are urged to arrange the timetable for these examinations as late in the month of June as possible consistent with the provision of adequate time for the marking of papers and for promotion meetings.

2. Early release of Occupational Class pupils in final year

Pupils enrolled in the final year of courses in an Occupational Class or in a Special Vocational School who, in the opinion of the principal and staff, have completed their courses for the Certificate of Training with good standing, may be given exemption from the final examinations and may leave school to take employment at any time after Easter provided that they have firm offers of employment and proceed to accept the offers.

3. Marking of Attendance for June, 1966

Section 5 (d) of The Department of Education Act reads as follows: "For the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days attendance lost by pupils who were absent from school when their regular classroom work was discontinued because of the holding of examinations that they were not required to write."

In order to ensure uniformity of procedure, and to enable Boards to receive the full grant to which they are entitled under the above-mentioned section, all those concerned are directed to conform to the plan outlined below.

Only those pupils who are in actual daily attendance up to but not including the following dates for each grade shall be marked present in the Daily Register of Attendance:

Grade 13 - May 30
Grades 11 and 12 - June 6
Grades 9 and 10 - June 6

Commencing with the dates given above and throughout the interval up to and including June 29, the day of school closing in 1966, for pupils in any secondary school grade, including those in Grades 9 and 10 in an elementary school, who write examinations, or who are exempted from writing by reason of superior standing during the school year in Grades 9, 10, 11, or 12, the letter "G" shall be entered in the Daily Register of Attendance for each school day. The same procedure should be followed for any Grade 13 student who is recommended by the principal for enrolment in the spring semester at the University of Guelph or the Ryerson Polytechnical Institute, or for any Grade 12 student who is recommended by the principal for enrolment in the summer semester at Ryerson Polytechnical Institute.

These provisions will not apply to pupils of Occupational Classes or Special Vocational Schools who have finished their courses and have taken employment after Easter under Section 2 above. They are to be recorded as "present" and, although regularly employed, will be deemed to be on co-operative work experience up to and including June 29. A notation of "work experience" should be made under "Explanatory Notes" opposite the names of the pupils concerned in the Daily Register of Attendance.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

January 31, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS

RE 1. Expenditures for Library Books in 1966
2. Establishment of Classes for New-comers to Canada

* 1. Expenditures for Library Books in 1966

In order to improve library services in the elementary and secondary schools in the province, the Minister of Education has announced a new plan under which increased grants for the purchase of library books may be obtained in 1967 if school boards allocate sufficient funds in their current budgets to provide a larger inventory of library books in 1966.

Section 23 of Ontario Regulation 24/66, the General Legislative Grants Regulation for 1966, provides for a flat grant of the lesser of $2.00 per pupil of average daily attendance in elementary schools and the actual amount paid for library books in the preceding year.

The new plan, applicable in both elementary and secondary schools for the next two years to purchases in 1966 and 1967 and grants thereon in 1967 and 1968, is as follows:

the greater of
(i) library book expenditures up to $2.00 per pupil
and
(ii) library book expenditures up to $9.00 per pupil at the board's maximum equalization percentage.

2. Establishment of Classes for New-comers to Canada

In order to assist public and separate school boards to establish special opportunity classes for new-comers to Canada who, because of their inability to speak or understand the language of instruction, cannot be placed in regular classes, provision will be made in Regulation, General Legislative Grants 1967, for a stimulation grant based on the classes operated in 1966. In addition to the regular grant for such pupils a board will be assisted under the formula set up for special subjects and services by which the board's maximum equalization percentage is applied to the product of $85 and 20 for each term in which the class is operated.

(Over)

* See also 1965-66:64
Clarification of Items in Memorandum 1965-66:51
Expenditures for Library Books.

Reference may be made to clause i of subsection 3 of Section 30 of the Regulation, General Legislative Grants 1966. To this clause, "Opportunity Class for New-comers to Canada", will be added in Regulation, General Legislative Grants 1967. Boards may wish to establish such classes in the current year and to plan their budgets for 1966 accordingly.

The necessary amendments to the school acts and regulations are being made.

J. S. Stephen

Assistant Deputy Minister.

February 14, 1966.

65-66: 52
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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Department Officials
Principals of Inspected Private Schools
Secretaries of School Boards
Teachers' College Principals

RE: DEPARTMENTAL SUMMER COURSES, 1966

1. **You are asked to bring this information to the attention of teachers.**

2. **If the number of duly qualified teachers who apply for admission is sufficient, the following courses will be offered from July 4 to August 5, inclusive, (except where otherwise indicated).**

Art: Elementary, Intermediate, Supervisor's, Specialist: at Toronto
  Elementary, Intermediate Part I: at Kingston, Kitchener and Pembroke
Audio-Visual Methods: at Timmins, Toronto, Welland and Woodstock
Auxiliary Education: (See Special Education)
Elementary Mathematics (Grades 1 to 6): at Belleville, Fort Frances, the Lakehead, Owen Sound, Sudbury, Toronto and Windsor
Elementary School Principals': at Kingston, London and Waterloo (July 4 to July 29)
Elementary School Teacher-Librarians, Parts I and II: at Toronto
French Conversation: Intensive Summer Course: at Elliot Lake (July 3 to August 13)
Grade 13 Subjects: at Toronto
Guidance: Elementary, Intermediate, Specialist: at Toronto
  Elementary, Intermediate: at London
  Elementary: at Brockville and North Bay
Industrial Arts: Elementary, Parts I and II, and Supervisor's, Parts I and II; at Toronto
Intermediate Division Mathematics (Grades 7 and 8): at the Lakehead and Toronto
Intermediate Education (Grades 7 and 8): at Sarnia
Junior Education: at Brantford, Goderich, Sault Ste. Marie and Smiths Falls
Language Arts: at Toronto
Music: Vocal (for Elementary Schools) Elementary Type B, Intermediate Type B, Supervisor's: at Toronto
  Vocal (for Secondary Schools) Intermediate Type A, Parts I and II, and Specialist: at Toronto
  Instrumental (for Elementary Schools) Elementary Type B, Intermediate Type B, Supervisor's: at Toronto
  Instrumental (for Secondary Schools) Intermediate Type A, Parts I and II, and Specialist: at Toronto
Physical and Health Education:
  Type B, Combined courses for men and women, Elementary, Intermediate Parts I and II, and Supervisor's (Units 1, 2, 3 and 4): at Hamilton
  Elementary, Intermediate Parts I and II (Units 1, 2 and 3): at Guelph
  Elementary, Intermediate Part I (Units 1 - 2 only): at Peterborough and Toronto
N.B. - Intermediate Part II may be taken at Peterborough or Toronto if Unit 3 has been taken previously.

Primary Education, Supervisor's: at Toronto
Primary Methods: Parts I and II: at Hamilton, London, Ottawa and Toronto
Part II: at Chatham
Secondary School Principals': at Kingston, London and Waterloo (July 4 to July 29)
Special Education: Elementary, Intermediate, Specialist, Course in Special Education for Teachers of Practical Subjects: at Toronto
Elementary: at Barrie and Cornwall
Teaching English as a Second Language: at Hamilton and Toronto
Teaching the Deaf: at Belleville
Teaching Trainable Retarded Children: at Toronto
The Teaching of French to English-speaking Pupils in Elementary Schools: at Ottawa and Toronto (Special Course at Toronto only)

Short Courses:

Art Refresher: at Toronto
Mathematics for Grade 13: at Kingston, the Lakehead and Waterloo, August 15 to August 26;
at Sudbury, August 17 to August 27, (including Saturdays)

Music (Vocal and Instrumental) Refresher: at Toronto

3. Fees

(a) The fee for each five-week Departmental Summer Course is $35. The fee for a course lasting three weeks is $21; for a two-week course it is $14; and for a one-week refresher course it is $7. The fee for the combined Vocal and Instrumental Music Course is $50. The fee for the Elementary School Principals' Course and for the Secondary School Principals' Course is $50.

(b) A late fee of $15.00 will be charged on each application delivered personally to the Department of Education after May 27, or mailed to the Department in an envelope bearing a postmark after May 27. No assurance can be given that applications received after May 27 will be considered.

4. Fee to Accompany Application

A money order or certified cheque for the required fee, payable to the Treasurer of Ontario, must accompany each application.

5. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied the General Announcement of Summer Courses which, along with application forms, will be mailed to all schools about April 1.

6. Please note that three new courses are being introduced in 1966 - Elementary Mathematics (Grades 1 - 6), Elementary School Principals', and French Conversation: Intensive Summer Course. Enrolment in the latter two courses will be limited.

H. E. Elborn

Assistant Deputy Minister.

January 28, 1966.

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DEPARTMENT OF EDUCATION

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MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE: Postponement of the Date of Introduction of the New Course in Chemistry for Grade 12, Curriculum S-17D

Curriculum S-17D will be introduced in September 1967 rather than in September 1966, as indicated in the course outline.

Curriculum S.17 will therefore be followed during the school year 1966-67.

At their own discretion, teachers of Grade 12 Chemistry may incorporate carefully selected material from Curriculum S-17D in their lesson outlines for 1966-67.

H. E. Elborn

Assistant Deputy Minister.

TORONTO 12, February 11, 1966.

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS
DEPARTMENTAL OFFICIALS

RE: THE INTRODUCTION OF NEW GRADE 13 MATHEMATICS COURSES IN SEPTEMBER, 1966

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1. Number of Periods

Attention is directed to "Introduction", item 4, page 1 of Curriculum S.12C, Mathematics, Grade 13, which states, in part, "Because of the nature of the subject matter, students requiring only one Mathematics course will take Mathematics A. For this organization, eight periods per week should be allowed for Mathematics A and seven periods per week for Mathematics B."

2. Deletions from the Course of Study for the school year 1966-67

The requirements for Grade 13 Mathematics are outlined in Curriculum S.12C. The deletions for the year 1966-67 are reprinted here for reference. It is important that the requirements for 1966-67 be brought to the attention of the teachers of Mathematics.

Mathematics A

For the school year 1966-67, the following topics in Curriculum S.12C will not be required:

Unit 5, topic 6
Unit 6, topic 7
Unit 7, topic 4
Unit 8.

Mathematics B

For the school year 1966-67, the course will consist of:

Units 1, 2, 4, 5, 6 and at least two of
Units 3, 7, 8, 9.

3. Names of Courses in Grade 13 Mathematics

The following names have been adopted for these two courses:

Mathematics A will be designated "Introduction to Analysis".
Mathematics B will be designated "Algebra".

4. Examinations and Credits

In June, 1967, there will be a 3-hour examination in each of Mathematics A and Mathematics B.

For the Secondary School Honour Graduation Diploma and for admission to a Teachers' College, Mathematics A & B together will count as **three** credits and Mathematics A alone will count as two credits. **A** student who writes Mathematics A & B and who receives standing **in** Mathematics B alone, will be granted two credits. Several of the universities have already assigned similar credits to the new Mathematics courses for purposes of admission. The Calendars and Admission Bulletins of the universities should be consulted.

5. Eligibility to write examinations in June, 1967, based on the present Grade 13 Mathematics Courses

Memorandum 1964-65:63 detailed the methods whereby a student failing Grade 12 Algebra in June, 1965, could complete the requirements for his Secondary School Graduation Diploma. A student who has received the Secondary School Graduation Diploma of the Five-year Program is entitled to take, in Grade 13, those subjects in which he has credit for the diploma. Thus the student who has satisfied his diploma requirements by completing successfully the old Grade 11 course and the new Grade 11 course, is entitled to take the new courses in Grade 13. It should be pointed out that anyone who has not taken the new Grade 12 Mathematics course may encounter difficulty with the new Grade 13 course.

2-hour, Grade 13 examinations will be provided in June, 1967, in each of Algebra, Geometry and Trigonometry and Statics, based on the courses of study in effect during the 1965-66 school year. The following students will be considered eligible to write these examinations:

(a) students who failed Grade 12 Algebra (Grade 11 Geometry) and will fulfil their diploma requirements in 1966 by completing successfully the old Grade 11 Geometry (Grade 12 Algebra) course and the new Grade 11 Mathematics course;

(b) students who, in September, 1966, hold Ontario Grade 13 standing in at least one of the three Mathematics papers;

(c) special cases given permission in writing by the Registrar of the Department after application by the Secondary School Principal or the Administrator of Correspondence Courses.

H. E. Elborn

Assistant Deputy Minister

February 14, 1966.

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
INSPECTORS OF SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF BOARDS OF TRUSTEES
PRINCIPALS OF TEACHERS' COLLEGES
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: ADMISSION TO TEACHERS' COLLEGE IN SEPTEMBER, 1967

The Grade 13 Study Committee, 1964, recommended that the number of subjects required for entrance to university be reduced in order to give Grade 13 students greater opportunity for study in depth. In this regard, it is noted that the admission requirements, in 1967, for several universities will be seven Grade 13 credits.

Advance notice is now given that the admission requirements for the One-year Course leading to an Interim Elementary-School Teacher's Certificate at Teachers' Colleges in September, 1967, will be seven Grade 13 credits including English. Français is required for admission to courses at the University of Ottawa and Sudbury Teachers' Colleges.

H.E. Elborn

H.E. Elborn,
Assistant Deputy Minister.

February 28, 1966.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE ENGLISH OR FRANÇAIS - REQUIREMENT FOR THE
SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA, 1966-67

In place of Notes 1 and 2 on page 27 of Circular H.S. 1, 1966-67, principals are asked to insert the following:

Note 1 - For the purpose of qualifying for a Secondary School Honour Graduation Diploma, standing in either English or Français is obligatory. A principal may, however, permit a student who is certain he will not require English or Français for admission to his university or other post-secondary program to omit the study of English or Français in Grade 13, provided that the student knows he will not be eligible for a Secondary School Honour Graduation Diploma.

Note 2 - French-speaking pupils may use for diploma purposes the standing obtained in Français in lieu of standing in English. Standing in both French and Français will not be credited for the purpose of the Diploma.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

February 10, 1966.

E ~~HAP, #11~~

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

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CANADIAN EDUCATION ASSOCIATION

RE JUNIOR RED CROSS

1. The contributions of the Junior Red Cross members in elementary and secondary schools support the Red Cross Fund for Needy Children at Home and Abroad. The fund is administered by an Advisory Committee consisting of twelve inspectors and officials, an orthodontist and a physician. The campaign for funds has been held every year in February. The authorization of the board of trustees should be obtained by the principal for the solicitation of funds for this 1966 campaign of the Ontario Junior Red Cross. During the 1965 campaign $115,318 was contributed to the fund. The Committee wishes to thank sincerely all who took part in the 1965 campaign.

2. During the past year the principal projects of the Juniors have been the operation of the three dental coaches and the eye conservation coach and assistance to individuals in the form of hearing aids, special diet foods, medication, dressings, orthopaedic shoes, orthodontia equipment and glasses. The Home Craft project involved sending craft materials to shut-in children. A boy of fifteen, injured in a traffic accident in Ecuador, and threatened with complete paralysis, was brought to the Hospital for Sick Children for treatment. The medical staff volunteered their services and the Junior Red Cross assumed all other costs. A grant of $25,000 was made to National Junior Red Cross for its international work on behalf of Canadian Junior Red Cross. The Advisory Committee urges that support of these worthy projects be continued by means of sacrificial giving and the raising of funds through individual and group effort.

3. The Advisory Committee encourages inspectors, principals, teacher sponsors and the Juniors themselves to suggest worthy projects of a local, provincial or national nature that might be considered. In bringing this campaign to the attention of the teacher sponsors, you are requested to invite them to make suggestions regarding projects worthy of support from the Fund. Suggestions may be forwarded to the Director as they are received, with any support or comment the inspector or the principal may wish to make.

4. Principals of elementary schools are asked to make their returns to the local inspector. The elementary school inspectors and secondary school principals should forward contributions to Mrs. O. C. Herrington, Director of Ontario Junior Red Cross, 460 Jarvis Street, Toronto 5, Ontario.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

February 14, 1966.

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: VOCATIONAL COMMERCIAL COURSES (C2 AND C3) IN CIRCULAR 43

The Vocational Commercial Courses (C2 and C3) will be offered in Toronto as well as in Ottawa, during the summer of 1966.

For detailed information regarding these courses, address enquiries to:

The Director,
Business and Commerce Department,
Ontario College of Education,
Toronto, Ontario.

H.E. Elborn

H.E. Elborn
Assistant Deputy Minister.

February 11, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE: INFORMATION CONCERNING APPLICANTS FOR SECONDARY SCHOOL TEACHING POSITIONS

The attention of secondary school principals and secretaries of secondary school boards is again directed to the procedure which should be observed in making enquiries about applicants for teaching positions.

General Comments

1. Information regarding teachers will be given to the officials of a board (Secretary, Superintendent, Assistant Superintendent, Inspector, or Principal) after the board has advertised a position.

2. Only the names of teachers who have applied and who are being considered for the position should be submitted for evaluation.

I Experienced Teachers

(a) Reports on applicants for secondary school teaching positions for next year will be given by the Supervision Division, Department of Education, from March 9 to 31 inclusive. The following telephone lines will be in use from 8.30 a.m. to 5.00 p.m. DURING THIS PERIOD ONLY:

365-2774 365-5366 365-5367

(b) The school official making the call should give to the Departmental representative taking the call his name,
position,
school board,
and should have the following information ready regarding the applicants:

(i) list of applicants arranged alphabetically by surname with the Christian name commonly used, as well as other initials, (Please check the spelling of names carefully - consulting SCHOOLS AND TEACHERS - PART II, or WHO'S WHERE.)

(ii) in the case of a married woman, maiden name under which she taught,

(iii) name of school at which applicant is now employed or was last employed,

(iv) required subject area,

(v) teacher's Superannuation Identification Number in the case of a common surname.

(c) Separate lists should be presented for:
  (i) teachers,
  (ii) principals, vice-principals, or heads of departments.

If a report is not readily available, or if more details are required, the return contact will be made by collect telephone call, as soon as the information can be assembled.

(d) In view of the fact that thousands of enquiries are received, only one call should be made regarding any list of applicants, and names of only the most suitable applicants should be submitted. Replies will ordinarily be limited to general comments. More detailed information may be given on applicants for the position of Principal, Vice-Principal, or Head of Department.

(e) Representatives of the Supervision Division will be available by telephone at the above numbers on two Saturdays, March 12 and 19, 9.00 a.m. to 4.00 p.m.

(f) Principals are requested to ask their teachers who may be applying for other positions to use their Superannuation Identification Number on letters of application.

NOTE: On and after April 1 information concerning teachers will be available by calling the usual number, 365-2774.

II Teachers-in-Training

A. Ontario College of Education, Toronto

Telephone enquiries concerning the work of teachers-in-training at the Ontario College of Education, Toronto, may be made on Friday, March 11, and Saturday, March 12, from 9.00 a.m. to 4.00 p.m.

  (i) High School Assistant's Course - 928-3230
  (ii) Vocational Course - 928-3233

Telephone enquiries may also be made to the above numbers from Monday, March 14, to Saturday, March 19, and thereafter from Monday to Friday each week.

Arrangements for interviews at the College with teachers-in-training may be made with the Dean's Secretary, telephone 928-3223, for Friday, March 11, and Saturday, March 12, from 9.00 a.m. to 4.00 p.m., and thereafter from Monday to Friday each week between 3.30 p.m. and 5.30 p.m.

B. Althouse College of Education, London

Telephone enquiries concerning the work of teachers-in-training at the Althouse College of Education, London, may be made to Mr. W. G. Nediger, Associate Registrar - 434-8491 (London) - on Friday, March 11, and Saturday, March 12, from 9.00 a.m. to 4.00 p.m.

Telephone enquiries may also be made as above from Monday, March 14, to Saturday, March 19, and thereafter from Monday to Friday each week.

Arrangements for interviews at the Althouse College in London with teachers-in-training may be made with Mr. W. G. Nediger for Friday, March 11, Saturday, March 12, and Saturday, March 19, from 9.00 a.m. to 4.00 p.m.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

February 16, 1966.

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Exam. 9

ONTARIO
DEPARTMENT OF EDUCATION

44 EGLINTON AVE W.
TORONTO 12, ONTARIO

MEMORANDUM TO: Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE: Teacher's Mark for Grade 13 Subjects in 1966

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1. In 1966, 35% of the final Departmental standing will be based on the teacher's mark and 65% will be based on the examination written in June.

2. The principal is required to submit a teacher's mark in the subject concerned for each candidate who is enrolled in the day or evening classes of a secondary school or an inspected private school after January 31, 1966.

   Similarly, the Administrator of Departmental Correspondence Courses is required to submit a teacher's mark for each candidate who is enrolled in the Departmental Correspondence Courses, in the subject concerned, after January 31, 1966.

3. The Teacher's Mark

   (a) A teacher's mark will be required in all subjects.

   (b) The teacher's mark in each case will be submitted to the Department upon the basis of 100 marks. The necessary adjustment to 35% will be made at the Department.

   (c) The teacher's mark will be CONFIDENTIAL. It must not be released by the principal and teacher for any purpose whatever, except for submission to the Department. The teacher's mark will also be considered confidential by the Department.

   (d) Specific suggestions have already been sent to teachers and principals regarding the assignment of the teacher's mark in English, Français and History.

   (e) The following suggestions are offered for the guidance of principals and teachers in assigning the teacher's mark in all other subjects.

      (i) The teacher's mark in 1966 is intended to reflect the candidate's general proficiency, including the results of laboratory, library, research, and other independent work done as part of his "study in depth", as well as the results of the school examinations.

(ii) The teacher's mark will not be the average of the marks obtained by the candidate on the Christmas and Easter examinations.

4. Bona-Fide Private-Study Candidates

(a) For the purposes of the teacher's mark in 1966, a bona-fide private-study candidate is a candidate who was not,

(i) enrolled in the day or evening classes of a secondary school or an inspected private school in the subject concerned after January 31, 1966, or
(ii) enrolled in the Departmental Correspondence Courses in the subject concerned after January 31, 1966.

(b) A bona-fide private-study candidate as defined above shall have his Grade 13 Departmental standing based entirely upon the Departmental examination written in June, on the basis of 100 marks. This special provision for bona-fide private-study candidates is necessary, since this type of candidate cannot obtain a teacher's mark based upon his year's work.

(c) The purpose of the January 31 date is to ensure that students who were enrolled in classes for the greater part of the school year, at least until January 31, be dealt with under a uniform plan which would guarantee that such enrolment would be reflected to some extent in their final Grade 13 standing

Where the student discontinues classes in a subject after January 31, the teacher's mark would be a projected mark which should take into account the effort and accomplishment, or lack of it, which could reasonably be expected from the student during the balance of the school year.

5. Where a school has more than one teacher of a particular Grade 13 subject, the principal and department head are expected to take the necessary steps to ensure uniformity of standards among these various teachers.

6. Procedure at the Department of Education
It is realized that there is some variation in marking standards from school to school throughout the Province. This situation obviously creates one of the main problems in connection with the use of the teacher's mark for part of the final standing.

The Special Revising Board will be responsible for the supervision and direction of any steps which must be taken to ensure that realistic standards are set from school to school. This Board, which consists of twenty members, ten representing the Department and ten from the universities, has been responsible, over the past forty years, for reviewing the marks of all candidates and for making any necessary minor adjustments to ensure equitable treatment for all candidates.

Under the direction of The Special Revising Board, and upon the basis of past experience and statistical procedures, any differences in marking standards will be resolved. It should be noted that any adjustments will not alter a candidate's rank among his classmates so far as the teacher's mark is concerned. This is determined by the teacher and principal who are in the best position to make that judgment. The adjustment at the Department, if any, will remove any gross differences between schools in levels of marking in each subject.

7. An important point to be kept in mind is that, except in the case of a bona-fide private-study candidate or a candidate who is eligible to be considered for aegrotat standing, the final mark for a candidate will not be determined until The Special Revising Board has reviewed and approved the result obtained from the combination of the 35% and the 65%.

This final mark will be the only mark released and will be the official mark for a candidate; consequently, it will be used for all Departmental purposes.

8. The mark to be used in cases of aegrotat standing
Where a candidate is unable to write one or more of the examinations in June because of illness or some other reason which, in the opinion of The Special Revising Board, entitles him to aegrotat standing, the teacher's mark will be used as the basis for aegrotat standing.

H.E. Elborn

Assistant Deputy Minister

March 4, 1966.

1965 - 66 : 62

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This memorandum is superseded by Memorandum 1966-67:19

Copy 1

Office of the Superintendent Professional Development Division
10 Eglinton Avenue East/Toronto 12

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MAR 21 1966

ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of School Boards
Department Officials

Re: Board-Sponsored Winter Courses for Teachers, for Certificate Credit

This Memorandum supersedes Memorandum 1964-65:71, dated March 17,1965

No changes have been made in the basic requirements for establishing winter courses for certificate credit, but some items have been expanded and clarified.

Attention is particularly directed to the following:

(i) the list of courses which may be offered with the minimum number of staff members required for each. (Until the Department and School Boards have had an opportunity to evaluate winter sessions it is expected that only those courses leading to the Elementary Certificate will be offered.)

(ii) the revised attendance regulations

(iii) the experience requirement for certain courses

Further details are outlined on the reverse side of this Memorandum.

It is understood that the provision of accommodation, the selection and payment of staff, and the collection of fees, will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff, books, or financial assistance for winter courses.

You are requested to bring this information to the attention of School Boards.

Please note that inquiries regarding winter courses, and completed application forms should be directed to the Superintendent, Professional Development Division, Department of Education, 40 Eglinton Ave.East, Toronto 12.

H. E. Elborn
Assistant Deputy Minister.

Toronto, Ontario,
March 8, 1966.

Re: Board-Sponsored Winter Courses for Teachers, for Certificate Credit

The Minister of Education, the Honourable Wm.G. Davis, has approved the following:

1. A Board desiring to operate a winter course for teachers, leading to a Department of Education certificate, will submit an application, on the forms provided, on or before April 1, to conduct a course during the following school year.

2. Only courses for which the Department presently gives a certificate, and for which the Board(s) can provide a sufficient number of qualified staff members may be offered. Two or more Boards may act as co-sponsors of a course. (A list of courses with the minimum staff requirements for each is included in this memorandum).

3. Admission requirements, attendance, regulations, and hours of instruction will be the same as those for equivalent summer courses.

4. Course content, assignments, examinations, and qualifications of staff are subject to approval by the Department.

5. The Department reserves the right to exercise such supervision of a course as is deemed necessary.

6. Where it is reported to the Minister that too few candidates are in attendance, or that a Board has failed to provide an adequate number of qualified and experienced instructors to conduct a course effectively, or that the regulations of the Department are not being observed, the Minister may withhold certificate credit for such a course.

Notes:

1. Selection and payment of staff, and the setting and collection of fees, will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff or financial assistance for winter courses.

   Sponsors will also be expected to make provision for an adequate supply of reference texts, equipment, and materials necessary to conduct a particular course. (Note that Department Summer Course books and equipment are used by the Teachers' Colleges and other branches during the winter and will not be available).

2. The principal of each winter course will submit to the Professional Development Division, Department of Education, on or before August 1, a topical outline indicating the content of the course to be offered.

Note 3. Admission requirements for all courses are outlined in the Regulation re Special Certificates. (Copies are available on request).

Note that the teaching experience requirement for admission to courses in Guidance, Special Education (Auxiliary), and for Elementary School Teacher-Librarians must be completed before a candidate is eligible to register.

Teaching experience obtained on a Letter of Permission, a Letter of Provisional Standing, a Temporary Certificate, or on a Deferred Interim Second Class Certificate will not be accepted toward the experience requirement for any course. No exceptions will be made.

Npte 4. Attendance regulations permit necessary absence of 3 days during a Departmental Summer Course. In exceptional circumstances an absence of 5 days may be permitted. An absence of more than 5 days for any reason, prevents a candidate from receiving a certificate. For winter courses the same rule should apply, substituting the following: Absence of more than 20 hours, (i.e. 5 four-hour sessions or ten two-hour sessions) for any reason, will prevent a candidate from receiving a certificate.)

Hours of instruction in Departmental Summer Courses may not be fewer than 120. For Winter Courses there will be a minimum of 100 hours of classroom instruction plus 20 hours for reading, study and assignments.

Note 5. Information regarding class lists, examination report forms, and appeals will be mailed to principals about October 15.

Note 6. Completed application forms and all inquiries regarding winter courses should be directed to the Superintendent, Professional Development Division, Department of Education, 40 Eglinton Ave.E., Toronto 12.

(See reverse side for list of courses)

Minimum Number of Instructors Acceptable for Winter Courses Leading to Departmental Certificates

COURSE	Minimum No. of Instructors	Numbers for Additional Students
Art	5 for up to 100 students	1 for each additional 20
Audio-Visual Methods	3 for up to 30 students	1 for each additional 10
Elementary Mathematics (Grades 1 to 6)	3 for up to 75 students	1 for each additional 30
Elementary Teacher-Librarian	6 for up to 100 (including 3 professional librarians)	1 for each additional 50
Guidance	3 for up to 50 students	3 for each additional 50
Industrial Arts	2 for up to 25 students	1 for each additional 15
Intermediate Div. Mathematics (Grades 7 and 8)	3 for up to 75 students	1 for each additional 30
Intermediate Education	5 for up to 100 students	1 for each additional 35
Junior Education	5 for up to 100 students	1 for each additional 35
Music	3 for up to 20 students	1 for each additional 20
Physical Education	4 per unit for 50 students	1 for each additional 15
Primary Methods, Part 1	4 lecturers for up to 100 plus 1 demonstration teacher for each 30 (minimum of 2 demonstration teachers)	1 for each additional 30 1 demonstration teacher fo each additional 30
Primary Methods, Part 2	6 for up to 150, plus 1 demonstration teacher for each 30 students (Minimum of 3 demonstration teachers)	Same as Part 1
Special Education (Auxiliary)	5 for up to 100 students (3 for compulsory subjects 2 for each option provided)	1 for each additional 15
Teaching French to English-speaking Pupils	3 for up to 20 students	1 for each additional 10

A number of the courses mentioned in the Regulation re Special Certificates but not included in this list are the responsibility of the Ontario College of Education.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE
1. Final Examinations in Subjects of Grade 12, Four-Year Program
2. Grade 12 Departmental Examinations in Latin and Geography, Part II, for French-speaking Students
3. Canadian Publishers' Directory
4. Circular 649, Reprinted 1966
5. Information Kit on Elementary School Teaching

1. Final Examinations in Subjects of Grade 12, Four-Year Program

Although Memorandum 1965-66:50, "June Examinations 1966, Grades 9 - 12", did not require all pupils in the Four-Year Program to write final examinations set by their teachers, and although some pupils will undoubtedly be given exemption by virtue of honours standing, the practice of writing formal examinations of one and a half to two hours, two or three times a year, should be encouraged.

The growth in educational outlook today is encouraging secondary school graduates to proceed to some form of post-secondary education where examinations of various types will be required. The trend to further education for the majority of pupils in the Four-Year Programs, therefore, makes it advisable to give these pupils adequate training in preparing themselves for final tests or examinations set by the school, Department of Education, an admissions committee or prospective employer.

Examinations in the technical subjects of the Four-Year Program are being provided by the Department until most schools, including those which have opened recently, have prepared students for one or two years. It is expected that, after 1966, teachers will be asked to set their own examinations in some of the technical subjects.

2. Grade 12 Departmental Examinations in Latin and Geography, Part II, for French-speaking Students

For students who are attending classes during the current school year in Grade 12 Latin and Geography, Part II, which have been taught in the French language, each of the question papers in these subjects to be written on June 8 and June 9, respectively, has been set in French and may be answered in French. Most principals who desire their students to receive the question paper in French in one or both of the subjects concerned have submitted their requests. If any principal has not done this, he should immediately notify the Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, of his wish to receive the paper or papers in the French version and the number of papers required.

(Over)

There is no Canadian-produced textual material which is considered close enough to the spirit and content of the Grade 7 course of study in French for listing in Circular 14. It will be the responsibility of teachers and supervisors of French to examine all Canadian and foreign material in order to find the teaching aids which will complement the basic course of study for Grade 7 French. The section of the Grade 7 course of study entitled "Teaching Aids and Bibliography" will, however, be of considerable help to teachers in their work. Since the Grade 7 French program is completely oral, no printed text is needed for the pupils.

3. Breach of Ethics and Breach of Contract

It has been brought to the attention of the Department of Education that some newcomers to the teaching profession are causing considerable embarrassment to engaging boards by not honouring commitments with respect to their acceptance of teaching positions. Such cases should be reported promptly to the Department of Education.

Whereas the Department impresses upon teachers the validity of oral commitments, it nevertheless recommends, in the interest of both contracting parties, that there should be written commitments, signed by both parties, when a teacher is engaged.

When a board reports to the Department of Education a case of a breach of a signed contract, the matter will be investigated thoroughly by the Department, and where the person reported cannot offer a satisfactory justification for his action, suspension from teaching will result.

4. Amendment to Regulation 98 of Revised Regulations of Ontario, 1960

Your attention is drawn to the following amendment to subclause (iii) of clause c of section 61 of Regulation 98 of Revised Regulations of Ontario, 1960: (re responsibilities of principals)

> 61. (c) (iii) the transfer and promotion of pupils from one class or grade to another, except where the Secondary School Graduation Diploma grants admission to Grade 13.

5. Vocational Facilities

(a) In a number of localities, completely vocational schools were built under the terms of the Federal-Provincial Technical and Vocational Training Agreement. When a board wishes to convert such a vocational school into a composite one by the introduction of Arts and Science Programs, the necessary facilities must be constructed under General Legislative Grants. It has been pointed out by federal authorities that the board will not be granted approval for further vocational facilities where existing ones are being used for pupils of the Arts and Science Programs.

(b) Where an Industrial Physics laboratory or an Industrial Chemistry laboratory was provided as a vocational facility, every effort must be made to form, in Grades 11 and 12, groups of pupils who wish to specialize in these subjects in either the Four-Year or the Five-Year Programs of the Science, Technology, and Trades Branch. These laboratories must not be considered as general science laboratories.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

March 25, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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MAY 24 1966

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF ELEMENTARY SCHOOL BOARDS

RE PROCEDURES WITH REGARD TO LIBRARY BOOK GRANTS AND SELECTION OF BOOKS FOR ELEMENTARY SCHOOL LIBRARIES

In view of the fact that at present library services are at different stages of development in elementary schools and in secondary schools, the policy with respect to items eligible for grant will vary slightly.

The new official Departmental lists of elementary school library books to be issued shortly should be considered, with their annual supplements, as basic book selection tools for elementary schools. However, with the approval of the inspector concerned, any elementary school principal may also choose approved library books in the following ways:

1. Subject to the approval of the inspector concerned as to the qualifications of persons making the selection, any books ordered for elementary schools which have been checked and recommended by a qualified children's librarian or teacher-librarian will be eligible for the Departmental grant for library books.

2. Where the services of a qualified children's librarian or teacher-librarian are not available, an inspector may approve for use book lists compiled by qualified school library personnel in other inspectorates or may request the assistance of public, county, or regional librarians.

3. Inspectors may also approve for purchase books chosen from the following recommended lists where they are available:

(a) Basic Book List for Canadian Schools: (i) Elementary Division, Grades 1 - 6 - $1.00 each (ii) Junior Division, Grades 7, 8, 9 - $1.00 each (.90¢ each on quantities of 20 or more) - Canadian Library Association, Room 606, 63 Sparks Street, Ottawa, Ontario.

(b) Basic List of Library Books for Roman Catholic Schools, Grades 1 - 8 - selected by Sister St. John Martyr, Supervisor of Library Services of the Metropolitan Toronto Separate School Board (already distributed through the Inspectors of Roman Catholic Separate Schools).

(c) Books for Boys & Girls - Jean Thomson ed., 4th edition (not yet published) - The Ryerson Press, 299 Queen Street West, Toronto 2B, Ontario.

Note: Previous editions are out-of-print but may be used for selection where available. It is expected that the 4th edition will be published in late fall 1966.

(d) Ontario Library Review - any Children's books listed - Provincial Library Service, 4 New Street, Toronto 5, Ontario. $1.00 per yr.

(e) Four to Fourteen - a library of books for children compiled by Kathleen Lines, Cambridge University Press (out-of-print but may be used where available.)

(Over)

(f) Best Books for Children - latest edition, issued annually, by the R. R. Bowker Company, 1180 Avenue of the Americas, New York 36, N. Y. $3.00 U.S.

(g) The Children's Catalogue & Supplements - 10th edition, H. W. Wilson Company, 950 University Avenue, Bronx, New York, 10452 $12.00 U.S.

(h) Junior High School Library Catalog - 1st edition (Grades 7 - 9), H. W. Wilson Company, 950 University Avenue, Bronx, New York, 10452 - $20.00 U.S. with 4 annual supplements

(i) A Basic Book Collection for Elementary Grades - 7th edition, 1960, The America Library Association, 50 East Huron Street, Chicago 11, Illinois $2.00 U.S.

See 1965-66 Memorandum 74 for correction

(j) The AAAS Science Booklist for Children - 1963, The American Association for the Advancement of Science, 1515 Massachusetts Avenue, N. W., Washington, D.C. paperback ~~$15.00 U.S.~~ $1.50 U.S.

The last five of the recommended lists noted above originated in the United States. Care should be taken not to choose books from these lists in the fields of fiction, biography and social studies which may be too limited in content or viewpoint for Ontario Schools. Many of these book selection aids also list encyclopedias. Your attention is also drawn to note 3 below. The following items should be noted:

1. It is strongly recommended that high standards of book selection be maintained and that quality rather than price be the first requisite of selection.

2. "Library binding" is recommended where it is available in order to prolong the life of the books.

3. Paperback editions of recommended titles may be purchased under library grant in order to provide duplicate copies of popular titles. Because of their expendable nature, no processing other than a bookcard and pocket for circulation purposes is necessary for paperbacks.

4. Expenditures for the following are not eligible for the library grant in elementary schools: encyclopedias, textbooks, workbooks, class sets of novels for instructional purposes, and classics rewritten in simplified form.

5. (a) The expenditures for books approved for purchase for elementary school libraries, plus freight or postage charges, will be shown on the Financial Report as Day School Instructional Supplies - Library Books (on the 1965 Financial Report Schedule A, Item 13 (2) A (ii)).

(b) In accordance with existing instructions for the completion of the Financial Report (Form G.52), miscellaneous costs, including processing and cataloguing, will be shown as Day School Instructional Supplies - Other (on the 1965 Financial Report, Schedule A, Item 13 (2) (B)). Expenditures under this item are included in the cost of operating, a factor used in calculating the grant to school boards.

H. E. Elborn

Assistant Deputy Minister.

April 20, 1966.

Note: Memorandum 1965-66:66 "Procedures with Regard to Library Book Grants and Selection of Books for Secondary Schools" is not being sent to elementary schools.

44 Eglinton Avenue West / Toronto 12, Ontario

1965-66:66
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ONTARIO DEPARTMENT OF EDUCATION

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MAY 24 1966

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE Procedures with Regard to Library Book Grants and Selection of Books for Secondary Schools

In view of the fact that at present library services are at different stages of development in elementary schools and in secondary schools, the policy with respect to items eligible for grant will vary slightly.

The intention of the grant announced in Memorandum 1965-66:51 was to encourage boards to increase the supply of books in the school library. The following classes of books are eligible for the library book grant for secondary school libraries, and expenditures for these books (plus freight or postage charges) will be shown on the Financial Report as Day School Instructional Supplies - Library Books (on the 1965 Financial Report Schedule A, Item 13 (2) A (ii)):

(a) general circulation books, both fiction and non-fiction
(b) general reference books
(c) subject reference or source books
(d) books for the professional library
(e) paperback books
(f) periodicals for reference use in the library

In accordance with existing instructions for the completion of the Financial Report (Form G.52), miscellaneous costs, including processing and cataloguing, are shown as Day School Instructional Supplies - Other (on the 1965 Financial Report, Schedule A, Item 13 (2) (B)). Expenditures under this item are included in the cost of operating, a factor used in calculating the grant to school boards.

Selection of books may be from any source. Librarians are urged, however, to select from recognized standard aids while establishing a basic collection. Boards should provide the following book selection tools in each school:

Basic Book Lists

1. Basic Book List for Secondary Schools, and Supplement.
   Ontario Department of Education

2. Basic Book List for Canadian Schools, Junior Division. $1.00
   Canadian Library Association, 63 Sparks Street, Ottawa

3. Basic Book List for Canadian Schools, Senior Division. $1.00
   Canadian Library Association, 63 Sparks Street, Ottawa

(Over)

4. Standard Catalog for High School Libraries. $15.00
   The H. W. Wilson Company, 950 University Ave., Bronx, N.Y. 10452

5. Junior High School Library Catalog. $20.00
   The H. W. Wilson Company, 950 University Ave., Bronx, N.Y. 10452

The booklists and bibliographies which appear in the various Courses of Study of the Department are another source for selection.

Current Books

1. Booklist and Subscription Books Bulletin. Twice monthly. $8.00
   American Library Association, 50 E. Huron St., Chicago, Ill., 60611

2. New Books for Young People. Monthly. $2.00
   Toronto Public Libraries, Young People's Department,
   College and St. George Streets, Toronto.

3. Ontario Library Review. Quarterly. $1.00
   Ontario Department of Education. Provincial Library Service,
   4 New Street, Toronto 5.

H. E. Elborn

Assistant Deputy Minister.

April 20, 1966.

Note: Memorandum 1965-66:65 "Procedures with Regard to Library Book Grants and Selection of Books for Elementary Schools" is not being sent to secondary schools.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE SUBMISSION OF PUPILS' SCORES AND MARKS ON STUDENT SUMMARY SHEET, 1966

In the near future a Student Summary Sheet, in duplicate, will be sent from The Ontario Institute for Studies in Education (formerly The Department of Educational Research at the Ontario College of Education) to each secondary school. The blank shaded columns which are applicable to the Grade 12 classes of the school are to be completed by June 30. The original is to be mailed by that date to the Superintendent, Supervision Division, 44 Eglinton Avenue West, Toronto 12. The carbon copy is to be retained in the school. The Summary Sheet will be checked in the Supervision Division during the week of July 4 and a recommendation will be made to the Registrar concerning the issue of Secondary School Graduation Diplomas (Ref: Circular H.S. 1, 1965-66, pages 47-48). Any postponement in the mailing of the Summary Sheet, or failure to complete it properly, may delay the issue of Diplomas to the school.

Standing may be announced to candidates in the school at the end of June with the provision, "subject to the approval of the Department of Education". Such standing, however, is not official for purposes of admission to future courses until the Diplomas have been issued. All Grade 12 answer papers are to be retained in the school until the completion of the inspectors' visits in 1966-67.

The following comments are given to assist teachers and school officials in making the entries either in type or in ink.

1. The sex of the pupil is to be indicated in the appropriate column.

2. Each teacher of Geography, Part II, Latin, or Technical Subjects in Grade 12 shall submit to the principal not later than June 1 a Term Mark for each pupil. In Technical subjects separate Term Marks in theory and practical work may be preferred.

3. On the Summary Sheet, for pupils writing Geography, Part II, the Term Mark assigned by the teacher will be averaged with the Departmental Examination Mark to obtain the Final Mark in Geography, Part II. Where the principal and his staff, or part thereof, acting as a revising board, consider that the average so calculated is grossly unfair to the pupil, an adjusted Final Mark may be assigned provided that an asterisk is entered after the mark.

The Final Marks of Geography, Part I, and Geography, Part II, will be averaged in the normal manner if both are pass marks, or may be averaged by the double deficiency rule if one is slightly below 50, to obtain the Geography Mark for diploma purposes for entry in the column labelled Geography Mark; this mark must be identical to that entered on Departmental Examination Form 360A or Form 360E. If the pupil has attempted both parts of the subject, an entry is to be made in that column, whether the Final Mark in Geography is a pass or a failure.

(Over)

Explanation of double deficiency rule:

If a candidate fails by a few marks on one paper, he may be given pass standing if the number of marks above 50 in the better paper is at least double the deficiency in the paper in which he has failed. For example, if a student obtains a mark of 46 in Geography, Part II, he may be granted a final mark of 50 if his mark in Geography, Part I is 58.

4. In Latin, the Term Mark assigned by the teacher and the Departmental Examination Mark will be averaged to obtain the Final Mark. Where the principal and his staff, or part thereof, acting as a revising board, consider that the average so calculated is grossly unfair to the pupil, an adjusted Final Mark may be assigned provided that an asterisk is entered after the mark. The Final Mark must be identical to that entered on Departmental Examination Form 360A or Form 360E.

5. In Technical Subjects, where only one Term Mark is recorded in a school for the major technical subject of Grade 12, it will be entered under Term Mark (Practical) and averaged with the Departmental Examination Mark to determine the Final Mark used on Form 360C. Where separate term marks in theory and practical work are recorded, they will be averaged and the result then averaged with the Departmental Examination Mark. Where the principal and his staff, or part thereof, acting as a revising board, consider that the average so calculated is grossly unfair to the pupil, an adjusted Final Mark may be assigned provided that an asterisk is entered after the mark.

6. Principals and teachers are urged to give every consideration possible to pupils who miss only one subject for a diploma by a few marks. A mark of 49 should not be submitted as a final mark; it should be raised to 50. We suggest that a mark of 50 be recognized as one obtained after special consideration by the principal and his staff acting as a revising board and that for those pupils who obtain a mark of 50 without special consideration the mark be raised to 51. In Grade 12 no final mark of 50 or higher should be entered on the Summary Sheet or any departmental form unless the pupil is being credited with pass standing in that subject on all records.

7. Evening-class candidates will not be required to write the Grade 12 Departmental Examinations; the principal may submit marks on the basis of tests and examinations set for these candidates. Private-study candidates seeking standing in Geography, Part II, or in Latin should write the Grade 12 Departmental Examination.

8. Where unusual situations prevail in a school and affect the standing of pupils, the principal may indicate these in a separate letter accompanying the Student Summary Sheet. Where only one or two pupils are affected, a marginal comment opposite the pupils' names is usually appropriate. Comments on the Departmental Examinations in Geography, Latin, and Technical Subjects, or the marking schemes, will be welcome, in order that procedures with respect to Departmental Examinations may be improved for 1966-67 and subsequent years.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

April 1, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE Grade 13 Examinations

The Grade 13 Study Committee, appointed in February 1964, received and carefully studied some 170 briefs and memoranda. In June of the same year their report and recommendations were printed and distributed throughout the Province.

Most of the recommendations of this committee have now been implemented. These include the establishment of Colleges of Applied Arts and Technology, the reduction in the number of Grade 13 subjects required for University admission, the establishment of a Service For Admission to College and University and the use of teachers' marks in determining final standings in Grade 13.

Other recommendations under study are the establishment of General and Advanced levels of study and the reduction of the Ontario program from 13 to 12 years.

The Grade 13 Study Committee was critical of the external examination and its effects on the process of education. It reported "that the content of each of the subjects he (the student) does study is so heavily charged with factual material upon which he will be examined that his approach to the subject is narrow rather than wide-ranging and philosophic and that everything depends upon his success at the examinations he will face in June. The spectre of these examinations haunts him from September on. The same spectre haunts his teacher, who is equally aware of the importance of the examinations in the lives of his students and who is naturally anxious to do everything he can to prepare the student to perform in June as efficiently and as effectively as possible. The consequence in many classrooms, though not of course in all, is a tendency to concentrate upon the matter at hand and a reluctance to pursue any topic that is "off the syllabus". Hence a confined and limited treatment, since investigation in depth frequently requires the pursuit of the tangential, the peripheral, and the seemingly only remotely

analogous; hence an emphasis upon drill and rote-learning; hence a continual eye on past examination papers; and hence, as June looms ominously closer, the almost irresistible impulse to cram".

"The real problem is that the Grade 13 teacher does not have effective control of the course he teaches. He must prepare his students for an examination which he will neither set nor mark, and he has no positive guarantee that the hours he spends in developing a particular topic in a particular way are not, so far as the all-important examination is concerned, a waste of his students' time. He must teach rather than educate, and he must teach, not the individual, but the mass".

The Committee recommended that "when proper safeguards are developed external examinations which circumscribe the teaching and encourage the cramming of factual material should be eliminated".

This recommendation was given very thorough study and resulted in the following plan of implementation which is now announced:

1966 Grade 13 Departmental examinations have been prepared as in the past. The examinations will be written between June 6 and 24 according to a published schedule and will be marked centrally by appointed examiners from the secondary schools, private schools, and universities.

The final mark will consist of 35% teacher's mark and 65% examination mark.

1967 (1) Grade 13 students will write tests prepared by the newly-formed Service for Admission to College and University. These tests will include an aptitude test and achievement tests.

(2) In order to make a smooth transition in the initial year of S.A.C.U. tests we will continue to have Grade 13 examinations. The teacher's mark will remain at 35%. Policy as to marking will be determined in the light of the 1966 experience.

1968 (1) No Grade 13 examinations will be set in 1968.

(2) University applicants will again write the aptitude and achievement tests prepared by the Service for Admission to College and University.

(3) The Department of Education will turn over to the schools the responsibility for conducting the school leaving examinations at the Grade 13 level. School records will be made available to the Universities and other institutions of further education.

The elimination of the centralized examination will provide school systems with greater scope and flexibility in providing students with a more meaningful educational experience. We believe that such a change will enable the highly qualified teachers who normally teach Grade 13 to provide students with a program more closely related to University work in terms of depth and maturity.

Experience indicates that the assessment by the professional staff of a student's total achievement together with the external college entrance type test provides the most reliable basis for predicting success in future educational endeavours.

William G. Davis
W. G. Davis
Minister of Education.

March 22, 1966.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
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RE GRADE 7 MATHEMATICS

Curriculum I:12A (Grade 7 Mathematics) was introduced on an optional basis in 1964. During the school year 1964-65 approximately 75% of the students in the Province received instruction based on this course of study. Present information suggests that this percentage has increased to over 95% for the school year 1965-66.

Beginning September 1966, in all schools Curriculum I:12A will replace the Grade 7 Mathematics course as outlined in Curriculum I:1.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

April 5, 1966.

1965-66:70
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OFFICE OF
ASSISTANT DEPUTY MINISTER

ONTARIO
DEPARTMENT OF EDUCATION

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TORONTO 12, ONTARIO

April 5, 1966

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
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DEPARTMENTAL OFFICIALS

Re: Revision of Admission Requirements for Advanced Certificates in Art, Guidance, Music, and Special Education.

The introduction of Board-sponsored Winter Courses for Certificate Credit has made it possible for teachers to acquire advanced Certificates, such as Supervisor's and Specialist's, in considerably less time than is required in following the Departmental Summer Course sequence. For example, a beginning teacher, by combining summer and winter courses, can gain an Art Supervisor's Certificate with less than three years' teaching experience.

Since successful classroom experience and a certain degree of maturity are necessary before a teacher is considered competent to assume supervisory duties, changes are being made so that the experience requirements for summer and winter courses will be uniform.

Note that these changes require a minimum of one year's teaching experience following completion of the previous course, before a teacher can enrol in any of the courses listed below.

Beginning September 1, 1966, the following will be added to the admission requirements presently outlined in the Regulation re Special Certificates, and will be in force as of that date.

ART

Intermediate, Part 2

To this course may be admitted an applicant who holds a letter for Part 1 of the Intermediate course and who submits evidence of at least one year's successful teaching experience subsequent to completing the requirements for Intermediate, Part 1.

Supervisor's

To this course may be admitted an applicant who holds an Intermediate Art Certificate and who submits evidence of at least one year's successful teaching experience subsequent to receiving the Intermediate Art Certificate.

(cont'd.)

GUIDANCE

Intermediate

To this course may be admitted an applicant who holds the Elementary Certificate in Guidance and who has had one year of successful teaching experience in an Ontario elementary or secondary school, preferably including some duties in Guidance under the supervision of a Guidance Specialist, subsequent to completion of the course leading to the Elementary Certificate.

Specialist

To this course may be admitted an applicant who holds the Intermediate Guidance Certificate and who gives evidence of one year of successful teaching experience in an Ontario elementary or secondary school, with some duties in Guidance, including Counselling, subsequent to completion of the course leading to the Intermediate Certificate in Guidance.

MUSIC

Intermediate, Type B (Vocal or Instrumental)

To either of these courses may be admitted an applicant who holds the appropriate Elementary, Type B Certificate and who submits evidence of at least one year's successful teaching experience subsequent to receiving the Elementary, Type B certificate.

Supervisor's (Vocal or Instrumental)

To either course may be admitted an applicant who holds the appropriate Intermediate, Type B Certificate and who submits evidence of at least one year's successful teaching experience subsequent to receiving the Intermediate, Type B Certificate.

SPECIAL EDUCATION (Auxiliary)

Intermediate

To this course may be admitted an applicant who holds an Elementary Special Education (Auxiliary) Certificate and who submits evidence of at least one year's successful teaching experience subsequent to receiving the Elementary Certificate.

Specialist

To this course may be admitted an applicant who holds an Intermediate Special Education (Auxiliary) Certificate and who submits evidence of at least one year's successful teaching experience subsequent to receiving the Intermediate Certificate.

H. E. Elborn

Assistant Deputy Minister.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE 1. English
- (a) The Optional Prescription of a Play by Shakespeare in Grades 10 and 11 of the Four-Year Program
- (b) The Composition and Correspondence Texts in Grades 11 and 12 of the Four-Year Business and Commerce Course

2. Information Regarding Applications from Teachers of Girls' Physical and Health Education or Home Economics with Qualifications from Certain Colleges Outside of Ontario
3. Information Concerning the Special Four-Year Courses for Girls in the Science, Technology and Trades Branch
4. Distribution of the Revised 1966 CTA Directory of Courses in the Accommodation and Food Service Industries

1. English

(a) (i) The Shakespeare Play in Grade 10 Classes of the Four-Year Program

The study of a play by Shakespeare, or a selection of scenes from his plays, now becomes an optional part of the course of study in English Literature for Grade 10 classes in the Four-Year Program only. A play which presents fewer language difficulties may be chosen instead of the Shakespeare selection.

(ii) The Shakespeare Play in Certain Grade 11 Classes of the Four-Year Program

The study of a play by Shakespeare now becomes an optional part of the course of study in English Literature for those Grade 11 classes in the Four-Year Program in which special language problems exist. This applies in classes where there is a significant number of students whose mother tongue is other than English. The option does not apply to classes where such language difficulties do not exist.

Where the option is exercised, a play which presents fewer language difficulties should be chosen.

(b) The Composition Text in Grades 11 and 12 of the Four-Year Business and Commerce Course

The note in the paragraph immediately beneath the heading TEXTS AND REFERENCE BOOKS on page 46 of Curriculum RP-S4, English, and page 84 of Curriculum RP-31, Commercial Subjects, is withdrawn. It is recommended that schools select one general composition text for use in Grade 11 of the Business and Commerce Course, and add a business correspondence text for use in Grade 12 of the same course.

(Over)

2. Information Regarding Applications from Teachers of Girls' Physical and Health Education or Home Economics with Qualifications from Certain Colleges Outside of Ontario

A secondary school principal who receives an application or inquiry from a teacher of girls' Physical and Health Education who holds a diploma from a College of Physical Education, or from a teacher of Home Economics who holds a diploma from a three-year diploma course in Home Economics, from the United Kingdom or other college outside of Ontario, should refer these teachers to one of the following for information concerning procedures leading to certification in Ontario: the professor of the subject at the College of Education, Toronto; a Departmental inspector of the subject, or the Registrar, Ontario Department of Education.

3. Information Concerning the Special Four-Year Courses for Girls in the Science, Technology and Trades Branch

School officials who wish to consider the introduction of one of the special Four-Year Programs for girls in the Science, Technology and Trades Branch are advised to write to the Superintendent of the Supervision Division for pertinent information regarding the organization and facilities required for these courses. (Ref: p.51, Circular H.S. 1, 1966)

4. Distribution of the Revised 1966 CTA Directory of Courses in the Accommodation and Food Service Industries

The revised 1966 edition of the Directory of courses in the accommodation and food service industries, published by the Canadian Tourist Association, is being distributed to secondary schools. Two copies will be sent to each school for the use of the guidance department and the teachers of Occupations in schools which offer Occupations programs.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

April 22, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
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PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE FIELD TRIPS DURING CANADA'S CENTENNIAL CELEBRATION

It is expected that a number of students, with the approval of Boards of Trustees and as part of the school program, will visit certain historical sites, centennial projects, Ottawa and Expo '67 during the next school year as part of Canada's Centennial Celebration.

The Department of Education has approved these trips in principle and the school board may include for grant purposes the attendance of pupils on such field trips on school days, provided that the trip is school or school-board sponsored and is supervised by suitable staff provided by the board. It should be noted that no part of the transportation costs is to be included in expenditures to be recognized for legislative grants. All arrangements with respect to insurance, parental consent and supervision are to be the responsibility of the board.

With careful planning and supervision it is anticipated that these journeys will provide a very useful and profitable experience for the pupils.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 6, 1966.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
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MAY 24 1966

RE
1. Discontinuance of Advance Staff Information form (Secondary)
2. Advisory Consultative Committee on English in the Four-Year Program
3. ✓ Error in item 3(j) Memorandum 1965-66:65 "Procedures with Regard to Library Book Grants and Selection of Books for Secondary Schools"
4. Booklet "The National Flag of Canada"

1. Discontinuance of Advance Staff Information form (Secondary)

Principals will no longer be requested to complete the customary Advance Staff Information form in August. Certain information will be collected by municipal and district secondary school inspectors as required during September.

2. Advisory Consultative Committee on English in the Four-Year Program

The Minister of Education has authorized the forming of an Advisory Consultative Committee for the following purposes:

(a) to examine the present English courses in the Four-Year Program, Grades 9 to 12, and assess their effectiveness in the light of
    (i) new commercial, technological, industrial, and cultural developments;
    (ii) opportunities for employment or further study open to graduates of the courses, and
    (iii) the students' appreciation and enjoyment of English language and literature in our social and aesthetic context;

(b) to consider the implications for Four-year English courses of possible transfers within a school from the Four to Five-Year Programs, and the reverse;

(c) to request, receive, and study proposals for improving the present courses;

(d) to recommend either changes in the present courses, or new outlines of courses which, in the Committee's judgment, would better meet the needs of students in the Four-Year Program.

The Committee invites teachers, department heads, principals, supervisory officials, and any other interested persons and organizations to submit written proposals for improving the courses mentioned. These should be mailed by September 10, 1966, to: The Chairman, Advisory Consultative Committee, Four-year English Program, Ontario Department of Education, Room 328, 44 Eglinton Avenue West, Toronto 12, Ontario.

(Over)

3. Error in item 3(j) Memorandum 1965-66:65 "Procedures with Regard to Library Book Grants and Selection of Books for Secondary Schools"

In item 3(j) of Memorandum 1965-66:65 re "Procedures with Regard to Library Book Grants and Selection of Books for Secondary Schools", the price of the paperback The AAAS Science Booklist for Children should read $1.50 U.S. rather than $15.00.

4. Booklet "The National Flag of Canada"

A copy of the booklet "The National Flag of Canada" has been forwarded to each elementary and secondary school. Additional booklets are available from the Queen's Printer, Ottawa, at a cost of .25 per copy, less 25% in lots of 100 or more, and .25 per copy less 40% in lots of 1000 or more.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 6, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario.

ONTARIO DEPARTMENT OF EDUCATION

1965-66:75
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EXAM. 11

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MAY 24 1966

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re The Question Papers for the Grade 13
Departmental Examinations of 1966

The Supervising Board, which is responsible for the preparation of the Grade 13 Departmental examination papers, has asked that, prior to the examinations, the following information be brought to the attention of candidates, including, where possible, private-study candidates.

1. The examination in Secretarial Practice

The dictation test for the 1966 examination in Secretarial Practice will be on a record. Consequently, the Presiding Officer need not be an experienced Commercial teacher.

2. The examination in French

This year the candidates will be asked to write the Dictation Test in their examination book. The Listening Comprehension Test will be answered, as heretofore, on a separate sheet, which this year will be pink in colour.

3. The examination in German

The paper will be printed entirely in Roman type.

4. The examination in Russian

Candidates should be advised not to mark stresses on Russian words in the Grade 13 Departmental Examination in Russian. If some candidates inadvertently do mark stresses on Russian words, they will not be penalized if the stresses are incorrect.

5. Mathematical Tables for the examinations in Algebra, Geometry, Trigonometry and Statics, and Problems

The book of five-figure logarithmic and interest tables referred to in Section 44, 1(f) of Regulation 85, Grade 13 Departmental Examinations, is MATHEMATICAL TABLES (Ryerson). No other book of tables may be used for these examinations.

(over)

6. Mathematical Tables for the examination in Mathematics of Investment

Where the supply of seven-figure tables for the candidates is insufficient, the Principal should write to the Registrar for additional copies.

7. The special papers in Botany and Zoology

Reference Memorandum 1965-66:2,EXAM. 1

(a) It should be noted that these papers cannot be written for the purpose of up-grading standing where at least 50 marks have already been obtained in a paper.

(b) Each special paper, including the objective-type part, is printed on blue paper.

8. Objective-type parts of the papers listed in Memorandum 1965-66:41, EXAM. 6

(a) As in past years there will be no deduction for incorrect answers in arriving at the mark for the objective-type part of a paper.

(b) All objective-type parts have been printed on coloured paper. They are all to be placed on top of the examination book, or books, in such a way that when all the material is inserted in the answer envelope, one corner of the coloured paper is visible at the cut corner of the envelope. Presiding officers are requested to check that all objective-type parts have been included.

9. Options and indication of the value of questions

(a) In all of the papers,options are given. Candidates should be advised to read carefully the directions and the questions to make sure that they do not answer more than is required.

(b) The value of questions has been indicated in various ways on different papers.

(i) In some cases a note, such as (25 minutes), indicates the suggested time allotment for each question.

(ii) In some cases there is a note "The value of this question is about 6% of the total".

(iii) In some cases a note indicates that all questions are equal in value.

(iv) In some cases, approximate percentage values are shown in the left-hand margin opposite the questions. This arrangement is for the convenience of candidates, even though the mark for the written paper will be calculated on a total of 65 (except for private-study candidates).

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, May 9, 1966

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MAY 24 1966

ONTARIO DEPARTMENT OF EDUCATION

Grade 12

Departmental Examinations - 1966

Time - Table

DATE	HOUR OF EXAMINATION	GRADE 12
TUESDAY 7th JUNE	p.m. 1.30 — 4.00	TECHNICAL SUBJECTS
WEDNESDAY 8th JUNE	p.m. 1.30 — 3.30	LATIN
THURSDAY 9th JUNE	p.m. 1.30 — 3.30	GEOGRAPHY, PART II

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 11, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE KINDERGARTEN AND GRADES 1 TO 6 CURRICULUM REVISION

(Note: Please transmit the information in this memorandum to all teachers and supervisory personnel within your jurisdiction.)

1. The first of the updated courses of study for Kindergarten and Grades 1 to 6 will be mailed to the schools shortly. Others will follow during the Spring and Fall terms.

2. These are interim statements only, and with few exceptions, will not suggest major changes in the program. They attempt to update course content within the general aims of the former program of studies and are intended for use pending the report of the Provincial Committee on Aims and Objectives of Education (the Hall Committee).

3. The updated courses will be first printed individually. They will be available in consolidated form when all sections of P.1 and J.1 have been issued.

4. The following should be noted:

(a) The courses are for optional use in 1966-67, or any part of a new course may be attempted, as seems desirable locally.

(b) Present textbooks are suitable for use with the revised courses, if texts are used as suggested in Circular 14.

(c) In-service work involving study and discussion of the courses by teachers is strongly recommended.

(d) The preparation of Curriculum Guides, for the interpreting and adapting of courses to local conditions, would be a useful enterprise for groups of teachers.

(e) Television programs in Mathematics and Social Studies related to the revised courses will be presented in 1966-67.

(f) Some in-service programs for teachers will be presented via television during 1966-67.

5. Curriculum study and experimentation is encouraged. It is hoped that local areas will continue to revise and adapt their programs, within the general aims set forth in these courses.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 10, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
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RE 1. Updating Course for Electrical Teachers
2. Continuing Programs of Study in the Secondary Schools

1. Updating Course for Electrical Teachers

Under Program 7 of the Federal-Provincial Technical and Vocational Training Agreement, the Department of Education is sponsoring an updating course in Electrical Theory and Test, from July 4 - 15, 1966, to be held at Central Technical School, Toronto. The course is designed particularly for teachers whose certificates are in Electricity (Installation and Maintenance) or Electronics and who find themselves called upon to teach Electrical Theory and Test. It would also be of interest to teachers with Theory and Test certificates who wish to become thoroughly familiar with the newer styles of laboratory equipment and with some of the recent developments in the electrical field.

For further information and application forms interested teachers should contact Mr. J. T. Hanes, Inspector of Schools, Department of Education, 40 Eglinton Avenue East, Toronto 12. Directions concerning the payment of the registration fee of $14.00 are included on the application form.

2. Continuing Programs of Study in the Secondary Schools

The enrolment of students in the Continuing Programs of Study is now so small that the issue of the Secondary School Graduation Diploma in the General Course in day classes may soon be discontinued. Complications will arise in the admission of students to post-secondary education if the General Course diploma is retained for an extended period. Therefore, it is recommended that students entering Grade 11 in September, 1966, follow the Reorganized Programs of Study as outlined in Circular H.S. 1, 1966-67.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 17, 1966.

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TORONTO 12, ONTARIO

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
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RE: EDUCATIONAL TELEVISION PROGRAMS FOR THE SCHOOL YEAR 1966-67

1. The Department of Education is preparing Educational Television programs for the school year 1966-67. The bracketed figure following each of the series listed below is the approximate number of programs planned for that series.

2. For the Primary and Junior Divisions there will be programs in:

Mathematics (11)
Social Studies (11)
Social Studies for Bilingual Schools (12)

3. For the Intermediate Division the following series are under development:

Mathematics, Grade 8 (22)
History: a series on local and Ontario history to be produced for the Department of Education by the Canadian Broadcasting Corporation (10)

4. At the Senior Division level there will be three series:

(1) English for Four-year Program students (12)
(2) Topics related to technical subjects of the Science, Technology, and Trades Branch (11)
(3) The Physics series, presented last year for Grade 13, revised and extended (25)

(over)

5. In addition, there are tentative plans for programs to be presented on Saturdays to inform teachers, administrators, and parents of curriculum changes as follows:

   (1) Kindergarten to Grade 6 (12)
   (2) Bilingual schools (5)
   (3) Science, Senior Division (6)

6. Program schedules and further information on the several series will be sent to schools as soon as possible.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

June 9, 1966.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE CONFEDERATION TRAIN AND CARAVANS

The Confederation Train and Caravans will be one of the main Federal projects which will mark Canada's Centennial celebrations.

The Confederation Train will make some 20 stops in Ontario between May 14 and August 25, 1967. The Confederation Caravans, which are motorized centennial fairs, will visit some 143 Ontario communities not reached by the train. These travelling spectacles should prove to be a worthwhile educational experience for the pupils in the elementary and secondary schools.

Local Centennial Committees are responsible for making arrangements for effective scheduling of public viewing of the caravans and train at each stop. In cases where the visit to the caravan or train falls within the school year there will be an obvious need for effective timetabling of student visits.

In order to make maximum use of this educational resource, Municipal Directors and Superintendents, Provincial Public and Separate School Inspectors and Secondary School Principals are asked to co-operate in every way with local Centennial Committees. If the local school officials referred to above have not been already consulted regarding this matter they are advised to inquire whether assistance is needed in scheduling the schools.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 24, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: GRADE 12 DEPARTMENTAL EXAMINATIONS IN TECHNICAL SUBJECTS, 1966

1. The candidate shall supply his own mathematical or drawing instruments.

2. A candidate may provide himself with a slide-rule for use in any one of these examinations, provided that the slide-rule does not have markings on it other than those placed on it by the manufacturer.

3. The school shall provide a copy of a set of Mathematical Tables for each candidate for each of the following examinations:

   Applied Electricity
   Applied Electronics
   Combined Applied Electricity and Applied Electronics
   Machine Shop Practice

4. For the examination in Drafting (Architectural and Building Construction), each candidate requires a copy of either the C.I.S.C. or the A.I.S.C. Steel Construction Manual. If this Manual is not supplied by the school, the Presiding Officer shall, prior to the commencement of the examination, check each candidate's copy to ensure that no material, other than that printed in it by the publisher, has been included in the Manual.

W. R. Stewart

Assistant Deputy Minister

TORONTO 12, May 20, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1965-66:82
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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE STATISTICAL FORMS, JUNE AND SEPTEMBER, 1966

1. Age-Grade Report -

The age-grade statistical report, formerly requested every five years in June will not be required in June, 1966. Instead, the School Principals and Inspectors will be asked to have the report completed as of September 30, 1966. This age-grade report is required for both elementary and secondary schools and should be returned with the applicable Principal's September Statistical Report.

2. The Elementary-School Principal's June Statistical Report -

This report will be discontinued. However, the Elementary School Principal's September Statistical Report will necessitate similar information for the entire period from October 1, 1965, to September 30, 1966. It is important, therefore, that each school maintain record cards of pupils who have been admitted or who have withdrawn on or after October 1, 1965. This will aid greatly in compiling Statistical Reports up to September 30, 1966.

3. Pupil Retirement Forms -

A two-year supply of Pupil Retirement forms was mailed to Principals of secondary schools in the summer of 1965. The Education Data Centre has received completed reports for the period October 1, 1964, to September 30, 1965. These results have been tabulated, and reports for individual schools will be mailed to the Principals, Inspectors, Directors and Superintendents, and Secretaries of Secondary School Boards concerned. A Provincial Report will also be forwarded.

Individual reports for each pupil retirement are currently being prepared in secondary schools for the 12-month period beginning October 1, 1965. It is suggested that these reports up to May 31, 1966, be forwarded to the Education Data Centre as soon as possible after that date. This early mailing will make it possible to process forms more quickly than in the past year. The remainder of the Retirement Forms, that is those from June 1, 1966, to September 30, 1966, should be forwarded with the Secondary School Principal's Statistical Report as soon as possible after September 30.

The Pupil Retirement Report for Secondary Schools will be continued with very slight modification of the forms. These amended forms for use from October 1, 1966, through September 30, 1967, will be forwarded shortly.

(Over)

4. Elementary and Secondary Teachers' Reports -

These reports will be requested as of September 30, 1966.

5. Private School Reports -

There will be no change in the requirements for Statistical Reports from private schools. The June Private School Principal's Report is a statutory requirement and forms will be forwarded. September reports from principals and teachers will also be necessary.

Promptness -

It is stressed that all persons concerned ensure prompt return of the forms applicable. The Education Data Centre is now using a computer and it is no longer practical to process a portion of the data and await forms which may arrive later. It is essential that all forms be completed as soon as possible after the applicable date so that processing can be done in its entirety.

Your cooperation will be appreciated, and will ensure early availability of the analyses of the various reports.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 27, 1966.

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MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE CREST THEATRE HOUR COMPANY

With the assistance of the Ontario Department of Education, during the school year 1966-67 the Crest Theatre Hour Company will continùe its tour of secondary schools in the province which have Grades 11, 12, and 13 classes.

One of the major purposes of the program presented is to assist principals and teachers in promoting the cultural development of students by bringing live theatre into schools, thus providing enrichment of course content, particularly in those communities whose students have had little or no opportunity to visit the theatre and see the literature prescribed for study come alive from the printed page. The program of presentations is planned in close cooperation with the Department of Education and is designed to benefit both students and teachers.

At the request of participating schools, the Company will visit as many centres in the province as time will allow to give dramatic presentations, approximately one hour in length for senior classes, based chiefly on parts of the Grade 13 course of study in English Literature. A junior program is being arranged, as noted on the accompanying application form, for schools which request a presentation suitable for students from Grade 9 - 11. Tours will be arranged for areas from which applications are most numerous in order that the greatest possible number of students may derive benefit. Principals within a few miles of a centre included in the itinerary may wish to make arrangements to send students to that centre.

Since the Company must plan its tour to begin in the early weeks of the fall term in order to include schools in Northwestern and Northern Ontario, the Principals of all interested schools are asked to forward applications for presentations immediately upon receipt of this memorandum and not later than July 30, 1966.

Each participating school, according to its size, will contribute a small amount towards travelling expenses as follows:

(a) Schools whose total enrolment is under 500	-	$ 25.00
(b) Schools whose total enrolment is 500 - 750	-	$ 50.00
(c) Schools whose total enrolment is 750 - 1000	-	$ 75.00
(d) Schools whose total enrolment is over 1000	-	$100.00
(e) Special fee for visiting schools (that is, schools whose students travel to another school in order to see the performance)	-	$ 25.00

(Over)

Note: 1. In large schools where more than one performance is necessary to accommodate all interested students, only the one fee, as outlined above, will be payable.

2. In school systems where a number of schools are under one board and arrangements are made to combine students for one or more performances in certain schools of the system, one-half of the total fee which would be payable for individual performances in each school, will be requested; e.g., for four schools whose enrolments are between 750 - 1000, the individual fees would total $300.00, but one-half of this sum ($150.00) would be payable under the conditions of this clause.

Information concerning details of the program to be presented will be included in the letter of confirmation which will be sent to Principals requesting participation.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

May 31, 1966.

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JUN 14 1966

THE CREST THEATRE HOUR COMPANY
APPLICATION FORM

I request an appearance of the Crest Hour Company at

Name of School ....

Address of School in full ....

....

Telephone: ....

Total school enrolment: .... Enrolment in Grade 13: ....

PLEASE CHECK PROGRAM REQUESTED

(a) Program #1: one-hour program for senior students only ☐

(b) Program #2: one-hour program for junior students only ☐

Note: 1. Please do not submit cheque with this application.

2. Details of the programs will be mailed by the Crest Theatre Hour Company to the schools in letters of reply to requests for participation.

3. Mail this form to: Professor John W. Dodd,
Chairman, Crest Theatre Hour Company,
The College of Education, Toronto,
371 Bloor Street West,
TORONTO 5, Ontario.

Head of English Department

....

Signature ....
(Principal)

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE PRESCRIPTIONS FOR GRADE 12 LATIN AND GREEK, FIVE-YEAR PROGRAM, 1966-67

The Principal is asked to pass this memorandum to the Head of the Department of Classics.

LATIN

For the Grade 12 Latin Authors course one of the following texts will be used for the school year 1966-67: SELECTED LATIN READINGS (Dent), GATEWAY TO LATIN, BOOK IV (Gage), A LATIN READER FOR CANADIAN SCHOOLS (Copp Clark). Although these are English language texts they should be used by French-speaking classes as well. Teachers of French-speaking students may need to give some special help in using these books. It would clearly be desirable to have a French language text for French-speaking students, but until a suitable text is found, the present policy will continue.

For the school year 1966-67, teachers will again make their own selections of Latin reading passages from any one of the above texts, provided that the passages chosen are not included in Cycle III of LATIN PROSE SELECTIONS FOR GRADE XIII or Cycle III of LATIN POETRY SELECTIONS FOR GRADE XIII.

Students should read not fewer than 250 lines of prose, including some Caesar and some Cicero, and not fewer than 150 lines of poetry, including some Vergil. In addition, it is recommended that teachers have their students read at least 100 lines (in any combination of prose and poetry) beyond those mentioned above. Further suggestions about ways in which a student's reading can be broadened will be forthcoming as the work of the Curriculum Committee in Latin proceeds. Students should begin reading authors early in the Grade 12 year so that they may spend as much time as possible on the Authors part of the course.

ORAL READING. It is important that students learn to read both prose and verse aloud if a true appreciation of the sound of the language is to be acquired. This is especially important in verse where teachers should teach their students to scan and read in metre the Dactylic Hexameter.

SCANSION. Some anxiety may have been caused by the suggestions about scansion in the Curriculum Study Guide for the Teaching of Latin Verse (G-S.11). Teachers should feel free at this point to follow the notes on scansion on page 12 of the Course of Study for Latin and Greek (Curriculum I and S.11) or the method suggested in the Study Guide. In either case it is important to note that the written scansion is not an end in itself, but an exercise which leads to the understanding of metre and therefore assists with oral reading.

(Over)

SIGHT READING. One of the aims in the teaching of Latin authors should be to make the student as self-reliant as possible in the handling of a passage of Latin. A judicious balance between reading authors at sight in class and reading passages prepared independently by students will help to accomplish this objective.

COURSE OF STUDY. Teachers are asked to incorporate their choice of reading passages in their courses of study (with the numbers of lines clearly indicated) and to have these courses of study available in the schools in September, 1966.

THE UNIT APPROACH. Some teachers may wish to experiment with a "unit" approach. Under this system, which was discussed in the "General and Advanced Course Outlines for Classics", passages are chosen which illustrate a particular aspect of Roman life or thought. The reading of Latin passages is supplemented by the reading of other authors in translation as well as secondary sources. Opportunities exist for independent study by each student in areas related to the central topic.

Although the Grade 12 texts were not written with exactly this approach in mind, it is possible to select from each text a series of passages which illustrate a particular theme, and to coordinate the different extracts with the additional reading mentioned above. No attempt is made here to outline in detail the type of unit which a teacher might wish to choose, but several topics are well within the scope of each of the books. Units such as "The Frontiers of the Empire" or "The Last Years of the Republic" could well be illustrated by extracts from any of the texts, and additional reading could be chosen from a wide variety of books. It is suggested that teachers who wish to use this approach refer to the "General and Advanced Course Outlines" and adapt those ideas which they consider suitable.

GREEK

Prose: Students should read approximately 500 lines of prose. Any of the following books might be used:

Phillpotts and Jerram, Easy Selections from Xenophon
Phillpotts, Selections from Xenophon
Colson, First Greek Reader
Farnell, Tales from Herodotus
Edwards, Salamis

Poetry: Students should read approximately 300 lines from any book of the Iliad.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

June 1, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1965-66:85
7000

ONTARIO DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

The Minister of Education announces the following changes in the requirements for:

the Secondary School Honour Graduation Diploma, 1966;

admission to a Teachers' College, September, 1966.

1. The Secondary School Honour Graduation Diploma, 1966

Circular H.S.1, Requirements for Diplomas, 1966-67 carries the announcement on pages 65 and 66 that a Secondary School Honour Graduation Diploma will be granted in 1967 to a candidate who has obtained Ontario Grade 13 standing in English or in Français and at least five other credits, other than Physical Education, chosen from the optional papers.

NOTWITHSTANDING THE STATEMENT ON PAGES 52 AND 53 OF CIRCULAR H.S. 1, REQUIREMENTS FOR DIPLOMAS, 1965-66, IT IS NOW ANNOUNCED THAT THE CONDITIONS FOR GRANTING THE SECONDARY SCHOOL HONOUR GRADUATION DIPOMA IN 1967 WILL APPLY ALSO TO 1966.

Principals of secondary schools, and inspected private schools, and the Administrator of Departmental Correspondence Courses will submit by June 30, 1966 the names of any additional candidates who may qualify under this revised ruling for the Secondary School Honour Graduation Diploma in 1966. These names and the necessary information will be submitted on the additional copies of Form 61 which are now being mailed to the schools.

2. Admission to the One-year Course at a Teachers' College in 1966

For admission to a Teachers' College other than the University of Ottawa and Sudbury Teachers' Colleges, applicants will require standing in Grade 13 English, and five additional credits.

For admission to the One-year Course at the University of Ottawa and Sudbury Teachers' Colleges, applicants will require Grade 13 English and Français, and three additional credits.

(over)

2. (continued)

Note 1.

For admission to a Teachers' College, the following three-hour Grade 13 examinations, if written successfully in 1965, or in 1966, will count as two credits: English, Français, French, German, Greek, Italian, Latin, Russian, and Spanish.

For admission to a Teachers' College, the following examinations, if written successfully, will count as one credit: History, Geography, Algebra, Geometry, Trigonometry and Statics, Mathematics of Investment, Physics, Chemistry, Biology, Botany, Zoology, Accountancy Practice, Secretarial Practice, Music, Art, and the Composition, Authors, or Literature part of a language written prior to 1966.

Note 2.

An applicant may not claim more than two credits for standing in any one language.

Note 3.

An applicant may not claim more than two credits for any combination of Botany, Zoology, and Biology.

Note 4.

For information concerning qualifications accepted in lieu of Grade 13 standing, see Circulars 611 and 611(a), dated October 25, 1965.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, June 15, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE PRE-COLLEGE OBSERVATION PERIOD IN SEPTEMBER, 1966, FOR STUDENTS WHO WILL BE ATTENDING THE REGULAR SESSION OF THE ONTARIO COLLEGES OF EDUCATION, 1966-67

As in September, 1964 and 1965, a period of observation in a secondary school is recommended by the Ontario Colleges of Education to each applicant for the Regular Session of 1966-67. The purpose of the visit is to acquaint applicants with some of the procedures, practices, and problems which face teachers in secondary schools. They will be advised to make their visit as unobtrusive as possible in order not to interfere with the establishment of classroom routines in the early weeks of the year. Teachers may feel free to request students to assist in the performance of routine tasks.

With the permission of the principal, an applicant may visit any convenient secondary school for a period of several days, some time between September 6 and the opening date of the Colleges, September 19. Applicants will be asked to apply to principals personally to arrange a satisfactory time for the proposed visit. No special schedule is requested.

The Department of Education will appreciate any co-operation which the principal and staff can give an applicant who may request permission to visit the school. Each applicant will receive from the College concerned a specific guide to assist him in making good use of opportunities offered him in this initial stage of his work for the year.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

June 1, 1966.

44 Eglinton Avenue West / Toronto 12, Ontario

1965-66:87
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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: GRADE 13 ENGLISH - PRESCRIPTION FOR 1967-68

The Grade 13 English course in all schools will consist of works chosen within the limits of the following prescription. The selection should be made after consideration of the needs of the students and the tastes of the community. Works studied in earlier grades should not be chosen. After consultation with the department head and the teachers concerned, the principal should submit the recommended works for approval by the board.

The principal is responsible for checking with publishers to make sure that the works selected will be available when they are required.

The prescription is as follows:

(a) at least one major play of Shakespeare not previously studied, such as:

Hamlet
Macbeth
Richard II
Antony and Cleopatra

(b) at least one modern play, such as:

Bolt: A Man for All Seasons, School Edition (Bellhaven House)
Eliot: Murder in the Cathedral (Queenswood House)
Goetz: The Heiress (Book Society)
Shaw: Caesar and Cleopatra (Longmans, Canada)

(c) at least one major novel, such as:

Austen: Pride and Prejudice (any edition)
Bronte: Wuthering Heights (any edition)
Hardy: The Return of the Native (Macmillan)
Hemingway: The Old Man and the Sea, Canadian School Edition (Saunders)

(d) at least fifteen shorter poems, and at least two longer poems, chosen from the works of one or more reputable poets

. . . continued . . .

(e) EITHER one significant non-fictional prose work, of some length,

OR three short stories and three essays from the works of recognized authors.

Note: If the longer prose work is selected, some parts of it may be studied intensively, and others extensively.

H. E. Elborn

H. E. Elborn,
Assistant Deputy Minister.

June 13, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE 1. (a) Services Course in the Occupational Program
(b) Apprenticeship from the Occupations Course
2. Forms to be forwarded to elementary school principals by the Federation of Women Teachers' Associations of Ontario
3. Ontario Red Cross Youth (Ref: Memorandum 1965-66:25)

5 missing (14th Nov. 66)

1. (a) Services Course in the Occupational Program

As boards increase accommodation in district composite schools, they may be encouraged to build a third and a fourth occupational shop for pupils admitted from senior special education (formerly senior auxiliary) classes or for pupils who would be in such classes if they were available. Most district schools cannot enrol, in the same shops and courses, all pupils transferred from Grade 8 for the Occupational Course and the pupils from opportunity (senior auxiliary) classes, since the original space provided was intended only for pupils who had been enrolled in Grade 8 and for certain recommended pupils from senior auxiliary classes whose transfer had been arranged by the principal of the secondary school in consultation with the elementary school principal and inspector.

If additional space is provided as mentioned above, the principal who has requests for the admission of a sufficient number of opportunity class pupils may develop, with local consultation, a variety of courses leading to employment in the community in the non-designated trades and service occupations which integrate academic studies with skill training. The practical subjects may be given more than fifty per cent of the time.

It is suggested that this new course be referred to as the Services Course. Henceforth, the Occupational Program will be considered to include the Occupations Course and the Services Course. No decision has been reached with respect to certificates which may be issued after completion of the new course.

Pupils who have reached their fourteenth birthday by the enrolment date in September may be admitted to the Services Course. After a two-year program, these pupils will be eligible under the provisions of The Schools Administration Act to leave school and take employment.

(b) Apprenticeship from the Occupations Course

In the Occupations Course, pupils who are permitted to specialize in a trade which requires an indentured apprenticeship

(Over)

must be given sufficient instruction in Mathematics, Science, and English so that those who reach a level of achievement in these subjects equivalent to Grade 10 standing and wish to become apprentices may be recommended to the Department of Labour by the principal. Pupils who do not meet this level in Mathematics, Science, and English must be advised to seek employment in non-apprenticeship occupations.

For pupils enrolled in the Occupations Course and specializing in a trade which requires an indentured apprenticeship, five periods of Science should be included, and the time allotments suggested in Circular H.S. 1, 1966-67, p. 55, should be revised as follows:

Subjects of Study	Teaching periods 45-period week
English, Library	7
History and Geography	5
Science (The remaining 2 periods of the 5-period allotment may be offered in the shop(s) concerned and are included in the time for practical subjects.)	3
Mathematics	5
Group Guidance	1
Physical and Health Education	4
Practical Work	20

2. Forms to be forwarded to elementary school principals by the Federation of Women Teachers' Associations of Ontario

The Federation of Women Teachers' Associations of Ontario has introduced data processing as the basis of a number of improvements in service to its members. Fuller information on the nature and characteristics of the current teaching force will enable the Federations to reflect the changing needs of the profession; for example, selective mailings to teachers will mean that valuable information can be provided according to the teacher's area of professional interest.

During June, the Federation will forward to all elementary school principals forms which request certain items of information about the staff. Since these forms will supply the primary data for the new system, the Federation would appreciate careful attention to them.

3. Ontario Red Cross Youth (Ref: Memorandum 1965-66:25)

Mrs. O. C. Herrington, who has been the Director of the Ontario Red Cross Youth for a number of years is retiring on June 30, 1966. Requests for material mentioned on p. 2 of Memorandum 1965-66:25 should be directed, after June 30, to the new Director, Mr. Paul Meldrum.

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H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

June 2, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE PROGRESS REPORT FROM THE LATIN CURRICULUM COMMITTEE

The Principal is asked to pass this memorandum to the Head of Classics or the Senior Latin Teacher

Teachers are no doubt aware that a Curriculum Committee is currently working on a revision of the Course of Study for Latin. In order to acquaint teachers with the progress of its work, the Committee has decided to send out this interim statement of its progress and to let teachers know the general direction in which the Latin course is moving without waiting for the publication of the revised course.

For the year 1966-67, which one might consider a transitional year, teachers should continue to follow the outline of course coverage on pages 8, 9 and 10 of Curriculum I & S.11, but may modify the emphasis given to various parts of the course as suggested in this memorandum. When the new course of study appears, it will follow the trend outlined here. In the course of the year 1966-67 further information will be available, sample examinations will be distributed and some seminars will be conducted.

The aim of the committee is to revise the Course of Study in the following directions:

1. To increase the amount of time spent on reading Latin in all grades, so that students may develop their ability to read the authors with greater speed and appreciation.

2. To make time for the reading by decreasing the amount of time devoted to composition.

3. To extend the range of the students' reading vocabulary.

Much of the implementation of the new approach will depend on the methods followed in individual classes. The work of the committee has included a considerable amount of experimentation with classroom methods and the following suggestions are intended to assist teachers to realize the aims outlined above.

1. The presentation of new grammar should be made, whenever possible, from Latin examples. The aim of the initial lesson should be to bring students to understand the construction as it appears in Latin. In this lesson students should have as much opportunity as possible to meet the new construction in its Latin context. This can be done either by a series of Latin sentences, or by a continuous passage.

(Over)

2. The amount of Latin read should be increased. Below Grade 12, teachers should explore the use of classroom sets of junior readers. In Grade 12, teachers may be able to read somewhat more than the amount suggested in the annual memorandum about Grade 12 Authors.

3. In order to make time for the additional reading suggested above, the amount of composition should be reduced. Teachers will probably find it necessary to reduce not only the number of sentences assigned, but also the degree of difficulty demanded. It is unrealistic to ask students to translate highly complex sentences with many irregularities if the amount of practice is curtailed. Teachers might consider assigning three or four English-to-Latin sentences instead of the usual seven to ten. There would of course be a corresponding increase in the amount of Latin read. This reduction in emphasis should be reflected in tests and examinations. Time can also be saved by moving quickly from the presentation of new work, particularly morphology, to the reading of the new points in a Latin context.

4. There are several methods of taking up reading passages or authors extracts in class. The following notes suggest the approach which may be used at various times:

(a) "Intensive reading"

This traditional approach places great stress on the translation process and on the development of a highly polished translation which is normally written up by students as homework and reviewed carefully in the next lesson. It has the advantage of thoroughness and should be used for much of the course in the junior grades and for the entire prescription in Grade 13 in 1966-67.

(b) "Less intensive reading"

Here the aim is to read Latin more rapidly without the same concern for a polished translation. More stress is placed on the meaning of the Latin than on English phraseology. Homework may be either a written translation or a summary of content, but in either case the passage is not translated again in class the next day. Instead a quick general review of the homework assignment is conducted. For part of the less intensive work one may read for comprehension with a minimum of translation. Students are led to an understanding of the Latin in its context through judicious questioning. Teachers will often wish to combine this latter technique with the more traditional reading approach.

5. The trend towards treating Latin authors as literature should be continued and extended.

Teachers who wish to get in touch with others who are already working towards these aims are invited to write to their Classics inspector for information.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

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June 17, 1966.

JUL 7 1966

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE REMOVAL OF AGE RESTRICTION FOR ADMISSION TO A VOCATIONAL SUMMER COURSE AT COLLEGES OF EDUCATION

Since the enforcement of the 45-year age restriction for candidates to the vocational summer courses, as stated in Circular 43, section 5, has created hardship for a number of potentially capable teachers, the age restriction is being removed.

Prospective teachers, 45 years of age or older, who can attend the full-year course provided by a College of Education are advised to do so, however. The more thorough training provided at the winter course offers opportunities for adjustment to the challenging career of teaching which cannot be provided by an emergency summer course.

Effective June 15, 1966, the 45-year age restriction for admission to a vocational summer course is removed.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

June 15, 1966.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE 1. September Statistical Reports - Age Grade Sex Data
2. Technical Advice to School Boards on ETV

1. September Statistical Reports - Age Grade Sex Data

With reference to Memorandum 1965-66:82 re the above, which is required once each five years, understandable concern has been expressed by school authorities as to the volume of work involved. The Education Data Centre is now working on plans to make maximum use of its computer and to obtain the data by census methods so as to minimize the work load. The effective date will be September 30, 1966, so that the numbers of boys and girls reported will agree with the enrolment detail reported on Elementary and Secondary Principals' Reports as of that date. Instructions regarding the age grade sex forms and the Principals' Reports will include suggestions as to methods of ensuring comparability of all data so reported. A period of 30 days after September 30 will be given for the return of Age Grade Sex Data but the Principal's Statistical Report should be submitted as soon as possible after September 30.

2. Technical Advice to School Boards on ETV

School boards who wish advice on the technical aspects of school installations for TV, such as, cables, antennae, sets, monitors, or closed circuit, may write to Mr. A. R. MacGregor, Technical Adviser, ETV Broadcast Branch, Ontario Department of Education, 44 Eglinton Avenue West, Toronto 12.

H. E. Elborn

H. E. Elborn
Assistant Deputy Minister.

June 20, 1966.

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EXAM. 12

Memorandum to Directors and Superintendents
School Inspectors
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re 1. The Grade 13 Problems examination in 1967
2. Eligibility to write Grade 13 Departmental examinations in June, 1967, based on the courses of study in Mathematics in effect during the 1965-66 school year

1. The Grade 13 Problems examination in 1967

In June, 1967, the 3-hour Grade 13 Problems paper will be based on the topics listed in Curriculum S.12C for Mathematics A (Introduction to Analysis) and Mathematics B (Algebra). The deletions and options in Mathematics A and B, announced for the school year 1966-67, will not apply to the 1967 Problems paper.

2. Eligibility to write Grade 13 Departmental examinations in June, 1967, based on the courses of study in Mathematics in effect during the 1965-66 school year

2-hour Grade 13 Departmental examinations will be provided in June, 1967, in each of Algebra, Geometry, and Trigonometry and Statics, based on the courses of study in effect during the 1965-66 school year. Memorandum 1965-66:54, Exam. 8, stated that the following students will be eligible to write these examinations:

(a) students who failed Grade 12 Algebra (Grade 11 Geometry) and will fulfil their diploma requirements in 1966 by completing successfully the old Grade 11 Geometry (Grade 12 Algebra) course and the new Grade 11 Mathematics course;

(b) students who, in September, 1966, hold Ontario Grade 13 standing in at least one of the three Mathematics papers;

(c) special cases given permission in writing by the Registrar of the Department after application by the Principal or the Administrator of Correspondence Courses.

(over)

Eligibility is now extended to the following group of students:

(d) students who wrote one or more of the Grade 13 Departmental papers in Algebra, Geometry, and Trigonometry and Statics, in June, 1966, and failed to obtain pass standing in any of these papers.

Note 1. The re-writing of any of these papers in June, 1967, for the purpose of up-grading, will be permitted.

Note 2. Principals and the Administrator of Departmental Correspondence Courses will send to the Registrar, after September 6, 1966, the names of students who require special permission under (c) to write these examinations, and will provide reasons for the requests. Names of students who qualify under (a), (b), or (d) are not to be included.

H. E. Elborn

Assistant Deputy Minister

TORONTO 12, June 23, 1966.

Form 94

95M-66-190

This form is to be placed in the Daily Register of Attendance.

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum

SCHOOL YEAR AND HOLIDAYS

1966 - 1967

PROVISIONS OF THE SCHOOLS ADMINISTRATION ACT, REVISED STATUTES OF ONTARIO, 1960. CHAPTER 361

SCHOOL TERMS

The school year for elementary and secondary schools consists of two terms.

The first term begins on the day next following Labour Day and ends on the 22nd of December, but when the 22nd day of December is a Monday, the first term ends on the 19th day of December.

The second term begins on the 3rd day of January and ends on the 29th day of June, but when the 3rd day of January is a Friday, the second term begins on the 6th day of January, and when the 29th day of June is a Monday, the second term ends on the 26th day of June.

FIRST TERM begins September 6, 1966, and ends December 22, 1966.

SECOND TERM begins January 3, 1967, and ends June 29, 1967.

HOLIDAYS

The following are the school holidays during the school year 1966-67:

(1) Every Saturday and Sunday.
(2) Thanksgiving Day—October 10.
(3) Remembrance Day—November 11.
(4) Christmas Holidays—December 23 - January 2 inclusive.
(5) Easter Holidays—March 24 - April 2 inclusive.
(6) Victoria Day and celebration of the Queen's Birthday—May 22.

NUMBER OF TEACHING DAYS

September, 1966	19	January, 1967	21
October, 1966	20	February, 1967	20
November, 1966	21	March, 1967	17
December, 1966	16	April, 1967	20
	76	May, 1967	22
		June, 1967	21
			121

Number of teaching days for the school year 1966-67	197
Number of teaching days for the calendar year 1966	197

Toronto, May 1966.

Z. S. PHIMISTER,
Deputy Minister of Education.

(See also Notice to Principals on the other side of this sheet).

ONTARIO

DEPARTMENT OF EDUCATION

NOTICE TO PRINCIPALS

In order that boards may receive the grants to which they are entitled teachers are asked to comply with the following instructions.

Number of Legal School Days

The number of legal school days as given in this memorandum (see opposite side of page) shall be reduced only when (a) the school or classroom is closed under provisions of The Public Health Act, (b) the school is closed on a day legally-proclaimed a municipal holiday, and (c) the school is closed for a half-day, or day, because the teacher is attending a legally-convened teachers' meeting.

Absence of Pupils

(1) By authority of The Department of Education Act, Revised Statutes of Ontario, 1960, Chapter 94, section 5, the Minister may add to the actual aggregate attendance of a school, in calculating legislative grants, the number of days attendance lost by pupils,

(a) who left school to enlist in Her Majesty's Forces or to become employed in the production of food or other essential war materials, and whose absence from school was in accordance with the regulations (there are no applicable regulations at the present time); or

(b) who were absent from school on days regarded as holy days by the church or religious denomination to which they belong (the principal is responsible for ensuring that absence is for this reason);

(c) who were absent from school because of,

(i) a failure of transportation arrangements caused by inclement weather, or

(ii) the closing of one or more classrooms caused by inclement weather, fire, flood, breakdown of the school heating plant, or a similar emergency,

which, in the opinion of the Minister, was unavoidable (Application giving the name of the board, the name of the school, the dates of closing, the number of pupils on the roll, and the reason for the closing must be made to the inspector in each case); or

(d) who were absent from school when their regular classroom work was discontinued because of the holding of examinations which they were not required to write.

If a pupil's absence is acceptable for additional days or half-days for grant purposes, the teacher shall write "G" opposite the name of the pupil concerned, for all such days or half-days.

(2) In all other cases of pupil-absences from school the teacher shall write opposite the name of each pupil the letter "A" for the days or half-days.

Summary of Attendance

If, in a month of 21 teaching days a pupil was present 15 days, absent 2 days because of a cold, 3 days because of quarantine, and 1 day because of a holy day,

the number of days present is	15
the number of days absent is	5
the additional number of days for grant purposes is	1
Total	21

NOTE:—

(1) Attendance efficiency, expressed as a percentage, is 100 times the quotient obtained by dividing the number of days present by the sum of the number of days present and the number of days absent. The additional number of days for grant purposes is not to be used in this calculation.

(2) Average daily attendance is the quotient obtained by dividing the sum of the number of days present and additional number of days for grant purposes by the legal number of school days.

(3) A separate memorandum regarding closing of schools for final examinations in June will be sent to the principals concerned early in 1967.

(4) The following definitions apply to school enrolment.

(a) Admission refers to a pupil whose name is entered for the first time on the roll of a school or whose name is re-entered on the roll after having been removed from the roll by reason of transfer or retirement.

(b) Transfer refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is later enrolled in any one of the following types of Ontario schools — public, separate or secondary.

(c) Retirement refers to a pupil who withdraws or is withdrawn from a public, separate, or secondary school in Ontario and is not enrolled in any one of the following types of Ontario schools—public, separate or secondary.

Z. S. PHIMISTER,
Deputy Minister of Education.

Toronto, May 1966.